Florida Courts E-Filing Portal

E-Filer Manual

Prepared by: Florida Court Clerks & Comptrollers
6/19/2014

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Introduction

The purpose of this user manual is to provide you, the E-Filer, with information necessary to electronically file court case documents via the Florida Courts E-Filing Portal – commonly referred to as the "Portal". This User Manual will step you through the process of registering as a new E-Filer, managing your User Account, filing documents through the Portal, generating reports and making payments for filings submitted via the Portal.

As with documentation for any new system being deployed, this document will be revised as necessary to reflect modifications and enhancements to the Portal.

Video Tutorials

WebEx video tutorials are available on the Florida Courts E-Filing Portal website (https://www.myflcourtaccess.com/authority/trainingvideos.html) covering all common E-Filing tasks. These videos may be used in conjunction with this manual for maximizing E-Filing orientation and education.

E-Filing Videos

- Benefits of Electronic Case Filing (ECF)

Attorney E-Filing Instructional Videos - WebEx

- Welcome to the Florida Courts E-Filing Portal - 8 mins (3/17/14)
- Florida Courts E-Filing Portal Documentation - 4 mins (3/17/14)
- Register for a Portal Account - 7 mins (3/7/14)
- My Profile in the Portal - 5 mins (3/7/14)
- My Filings in the Portal - 5 mins (3/7/14)
- Accessing My Cases in the Portal - 5 mins (3/14/14)
- E-Filing Map - 4 mins (3/17/14)
- E-Filing to a New Case
- E-Filing to an Existing Case - 5 mins (3/14/14)
- Payment Options and Fee Waivers - 4 mins (3/14/14)
- File to the Florida Supreme Court - 11 mins (3/17/14)
- File to the 2nd DCA - 9 mins (3/17/14)
- Creating the E-Service List - 8 mins (3/17/14)
- E-Filing and the Pending Queue - 9 mins (3/17/14)

Suggested E-Filing How-To's

- Document Generation and Uploading Documents to e-Portal - 8 mins (3/14/14)
- The Email Log - 3 mins (3/14/14)
- Portal News and Information 3 mins (3/14/14)
- Law Firm Account Administration
- Law Firm Admin – Disassociating e-Portal User from the Law Firm
- Existing Case Number Not Found
- Forgot Password

Clerk E-Filing Videos

- The Clerk as a Filer - 7 mins (3/17/14)
- The Clerk Filing a Notice of Appeal - 9 mins (3/17/14)

Videos for the Judicial User

- The Judicial Filer - 20 mins (6/17/14)

Videos for the Self-Represented Litigant

- Training for the Self-Represented Litigant Filer - 25 mins (6/17/14)

Training Manuals & Materials

Also available on the Florida Courts E-Filing Portal webpage are Training Materials and Manuals.

Materials

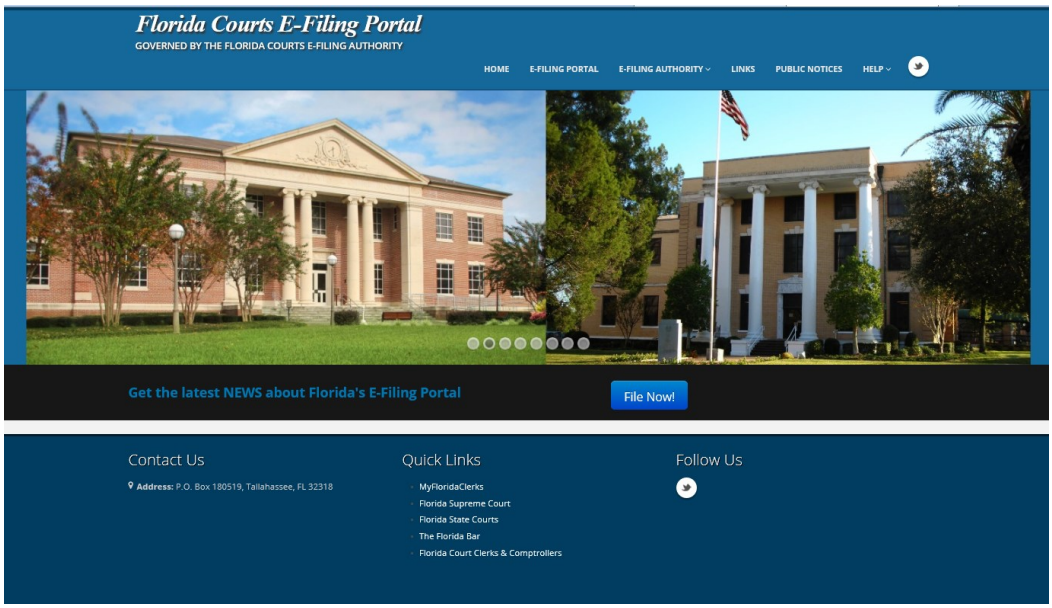
- E-Filing How To Handout
- E-Service/E-Filing Powerpoint (Flabar.org)
- Florida Bar letter to Clerks for pro hac vice process
- Florida Bar Process for Filing Pro Hac Vice (Flabar.org)
- Clerk Tasks to Complete Criminal E-filing Interface
- November Conference E-Filing powerpoint
- E-Service FAQs
- Quick Reference Guide to Appellate Drop-Down Options

Manuals

- e-Portal Document Submission Standards
- e-Portal Law Firm Administrator Documentation March 2013
- E-Filing User Manual, revised June 2014
- Document Binary File Name Standards
- AOSC 09-30 Electronic Filing Specifications
- Florida Supreme Court Standards for Electronic Access to Florida's Courts
- E-Service User Guide
- E-Portal/Electronic Service List Web-Service Operations User Guide
- Replacing Attorneys on E-Service Lists
- Self-Represented Litigant E-Filer Manual – June 18, 2014

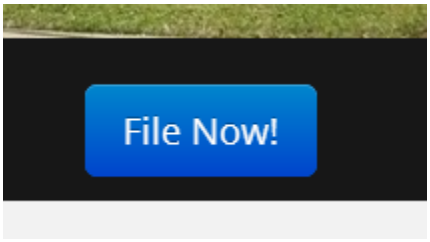
Account Registration

Prior to utilizing the Florida Courts E-Filing Portal filers must create an account. Filers can access the Portal's log-in page, by typing the following URL into their web browser: www.myflcourtaccess.com. Filers will be directed to the Florida Courts E-Filing Portal page.

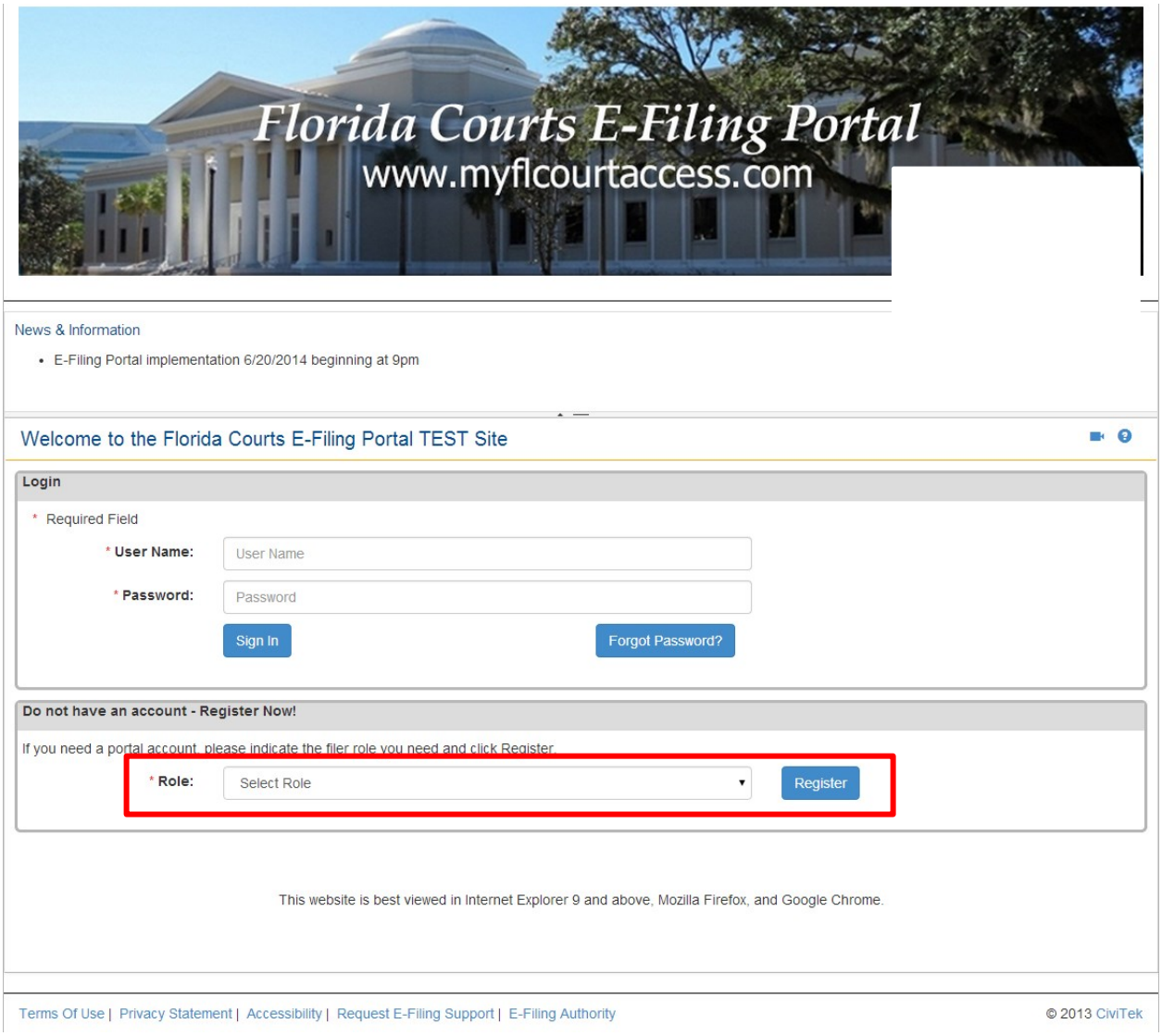


Create an Account

To begin the account creation process, click on **File Now!**



That will take you to the Welcome Page to the Florida Courts E-Filing Portal. Select your filer role from the drop down and click on the 'Register' button.


Florida Courts E-Filing Portal
www.myflcourtaccess.com
News & Information
E-Filing Portal implementation 6/20/2014 beginning at 9pm
Welcome to the Florida Courts E-Filing Portal TEST Site
Login
* Required Field
* User Name:
User Name
* Password:
Password
Sign In
Forgot Password?
Do not have an account - Register Now!
If you need a portal account, please indicate the filer role you need and click Register.
* Role:
Select Role
Register
This website is best viewed in Internet Explorer 9 and above, Mozilla Firefox, and Google Chrome.
Terms Of Use | Privacy Statement | Accessibility | Request E-Filing Support | E-Filing Authority
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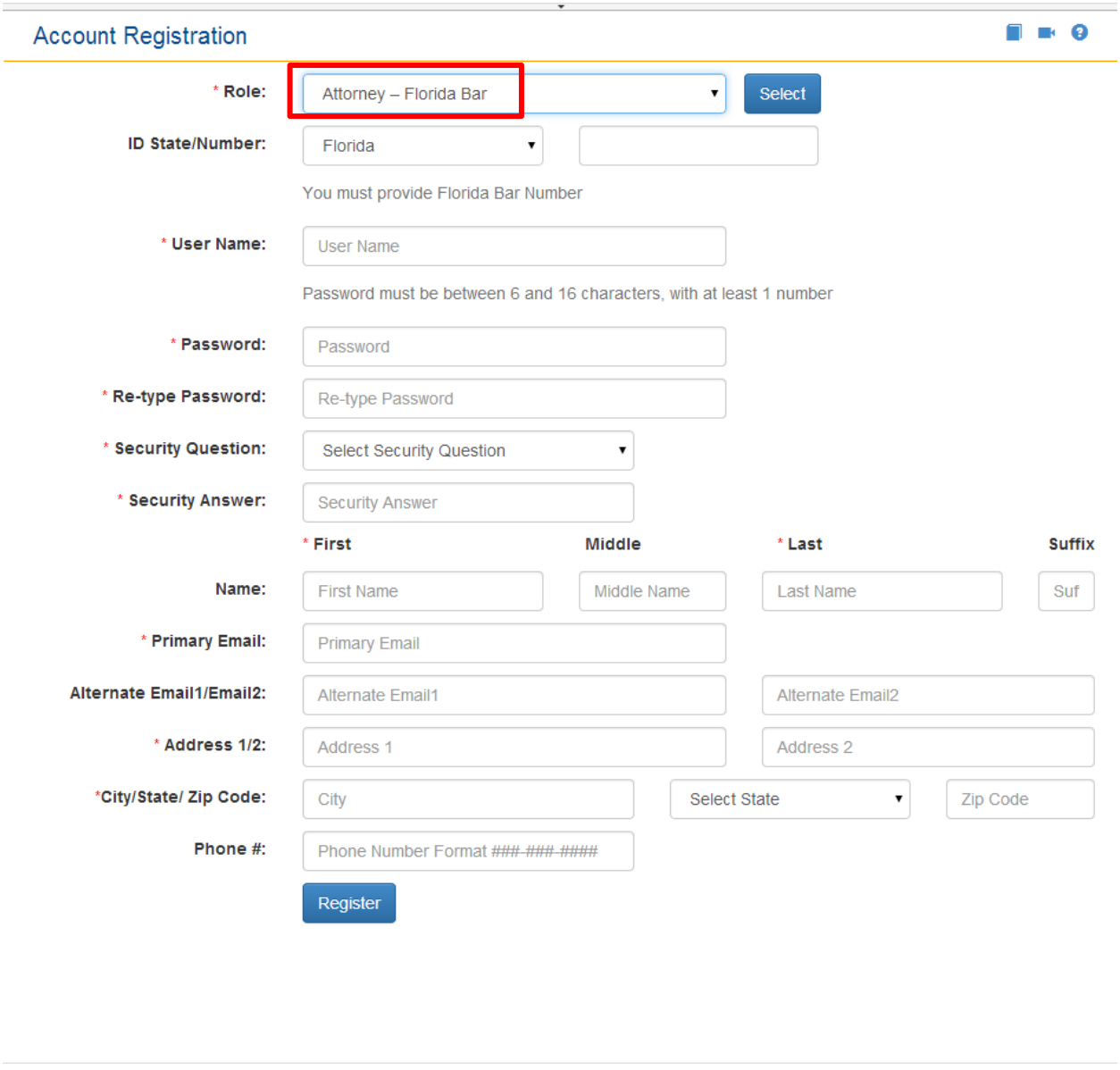
Filers will be directed to the Account Registration page based on the filer role you selected.

Attorney Filer Role

For the Attorney filer role you will see this page:



Filers will be prompted to complete all available fields on the page. Required fields are indicated with a red asterisk.

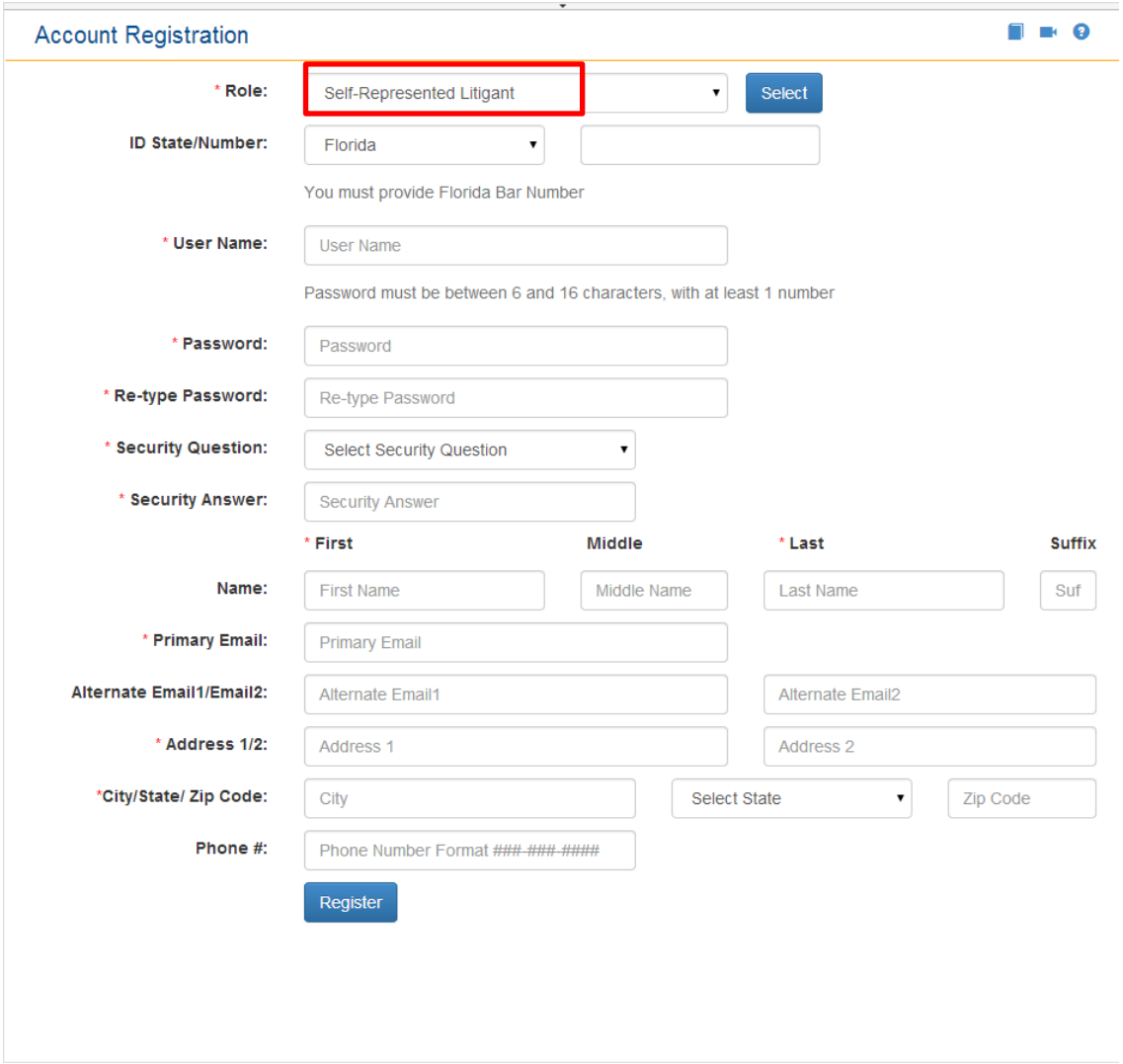
1. Next to the **Role** drop down click on Select. A Florida Bar Number is required.

2. Filers are required to enter a user name and password and confirm their password selection by retyping it. The requirements for creating a valid password appear above the password field.
3. Filers are required to select a security question from the drop down menu and provide an answer to it.
4. Filers are required, at a minimum, to enter their first and last name along with a primary email address. To receive a quick automated approval, be sure that the name you register matches the name that you have listed with The Florida Bar. If the name does not match, manual approval will be necessary and a delay in registering may occur. All notifications to the filer are sent via email. The Portal allows for three email addresses to be entered. Notifications sent to the filer will be sent to each email address listed.

Click on **Register** once all information is entered.

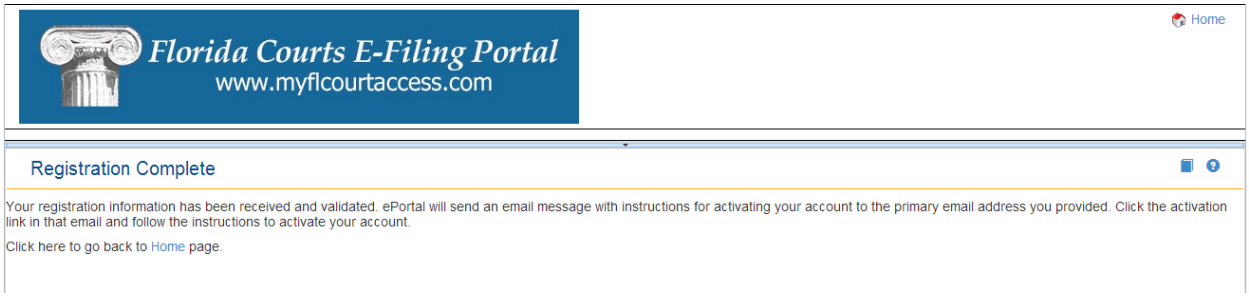
Self-Represented Litigant Filer Role

For the Self-Represented Litigant filer role you will see the following page. Complete the registration information form.



Click on **Register** once all information is entered.

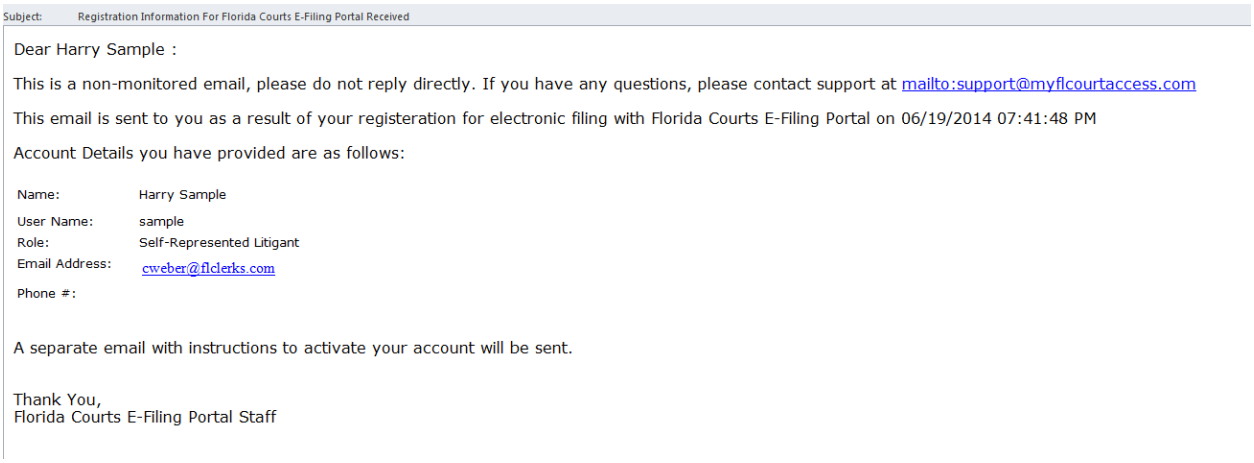
Upon successful registration filers will be taken to the **Registration Complete** page.


Florida Courts E-Filing Portal
www.myflcourtaccess.com
Home
Registration Complete
Your registration information has been received and validated. ePortal will send an email message with instructions for activating your account to the primary email address you provided. Click the activation link in that email and follow the instructions to activate your account.
Click here to go back to Home page.

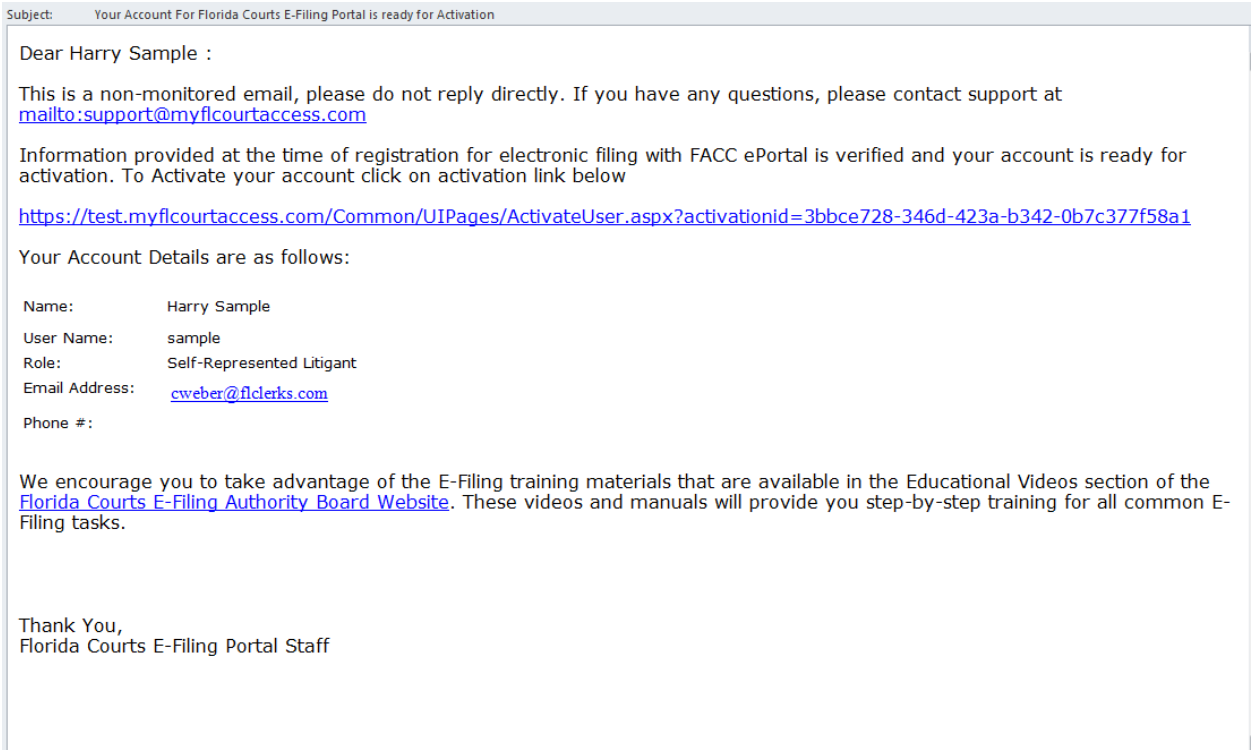
Email Notifications:

Filers will receive two (2) separate email notifications.

1. The first email notification provides the Filer with confirmation that the registration process was successful and provides the filer with profile information entered during the registration process. If the registration requires review by Portal Support before approval the e-mail notification will indicate that the registration is pending approval. Once approved by Portal Support the filer will receive the emails regarding approval and activation.


Subject: Registration Information For Florida Courts E-Filing Portal Received
Dear Harry Sample :
This is a non-monitored email, please do not reply directly. If you have any questions, please contact support at mailto:support@myflcourtaccess.com
This email is sent to you as a result of your registeration for electronic filing with Florida Courts E-Filing Portal on 06/19/2014 07:41:48 PM
Account Details you have provided are as follows:
Name: Harry Sample
User Name: sample
Role: Self-Represented Litigant
Email Address: cweber@flclerks.com
Phone #:
A separate email with instructions to activate your account will be sent.
Thank You,
Florida Courts E-Filing Portal Staff

2. The second email notification provides the filer with an activation link which the filer must click on to complete the registration process.



Subject: Your Account For Florida Courts E-Filing Portal is ready for Activation

Dear Harry Sample :

This is a non-monitored email, please do not reply directly. If you have any questions, please contact support at mailto:support@myflcourtaccess.com

Information provided at the time of registration for electronic filing with FACC ePortal is verified and your account is ready for activation. To Activate your account click on activation link below

https://test.myflcourtaccess.com/Common/UIPages/ActivateUser.aspx?activationid=3bbce728-346d-423a-b342-0b7c377f58a1

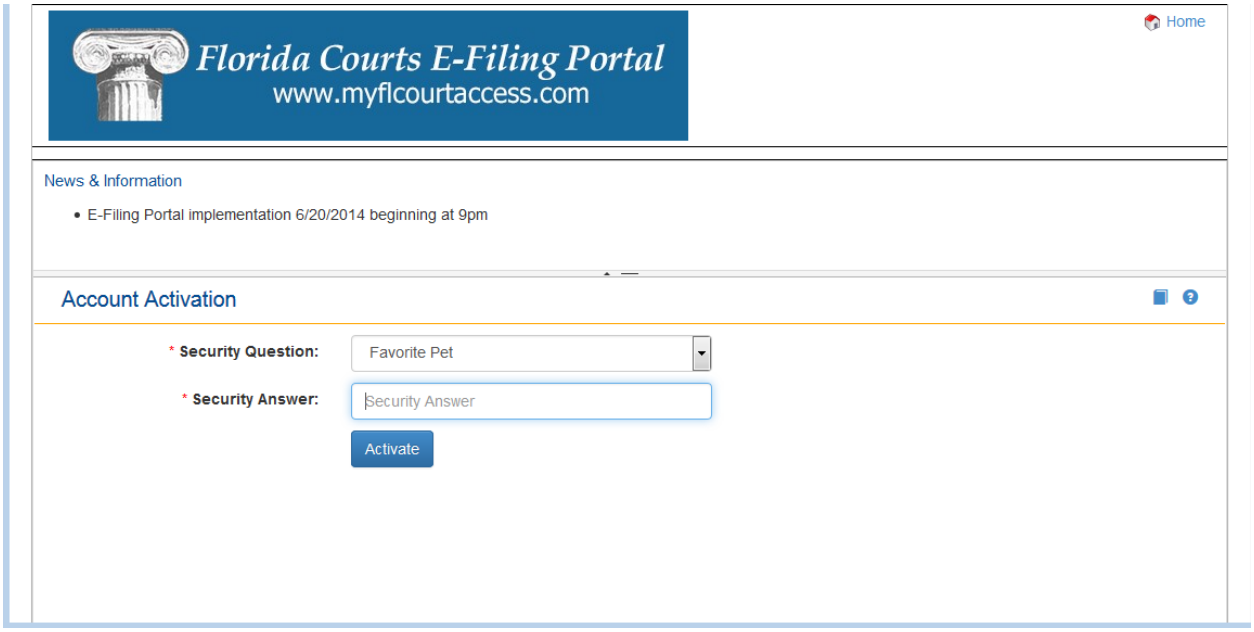
Your Account Details are as follows:

Name:	Harry Sample
User Name:	sample
Role:	Self-Represented Litigant
Email Address:	cweber@flclerks.com
Phone #:	

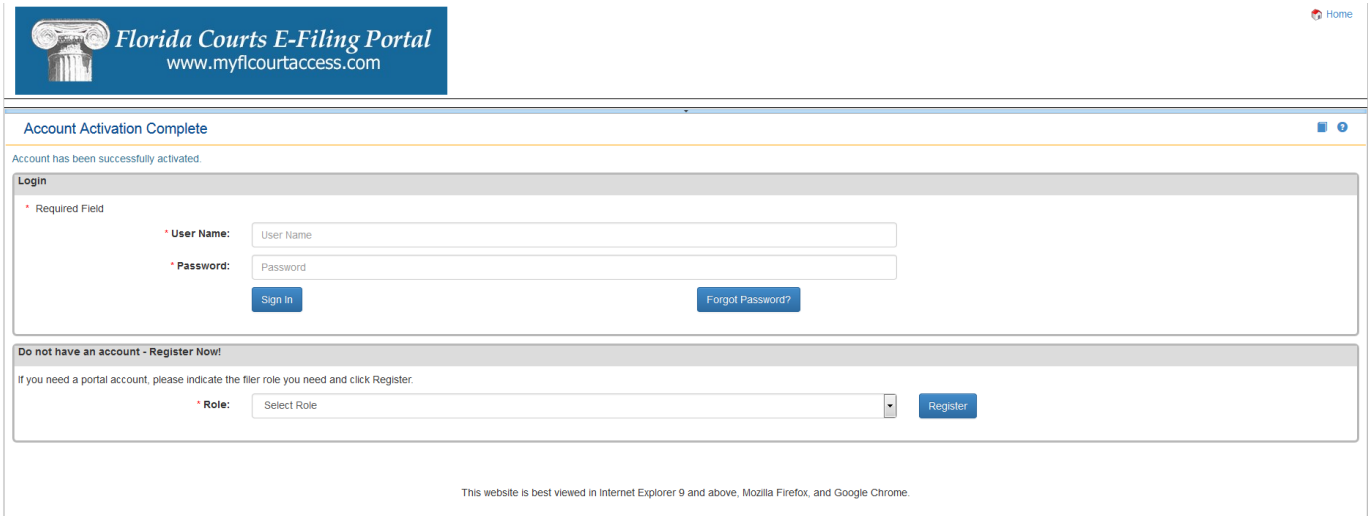
We encourage you to take advantage of the E-Filing training materials that are available in the Educational Videos section of the Florida Courts E-Filing Authority Board Website. These videos and manuals will provide you step-by-step training for all common E-Filing tasks.

Thank You,
Florida Courts E-Filing Portal Staff

Clicking the link provided in the email takes the filer to the **Account Activation** page.



Filers must verify their identity by answering the Security Question shown in the drop down menu that they selected during the registration process. Then click Activate to complete this step.
The filer is then notified that their account has been successfully activated.

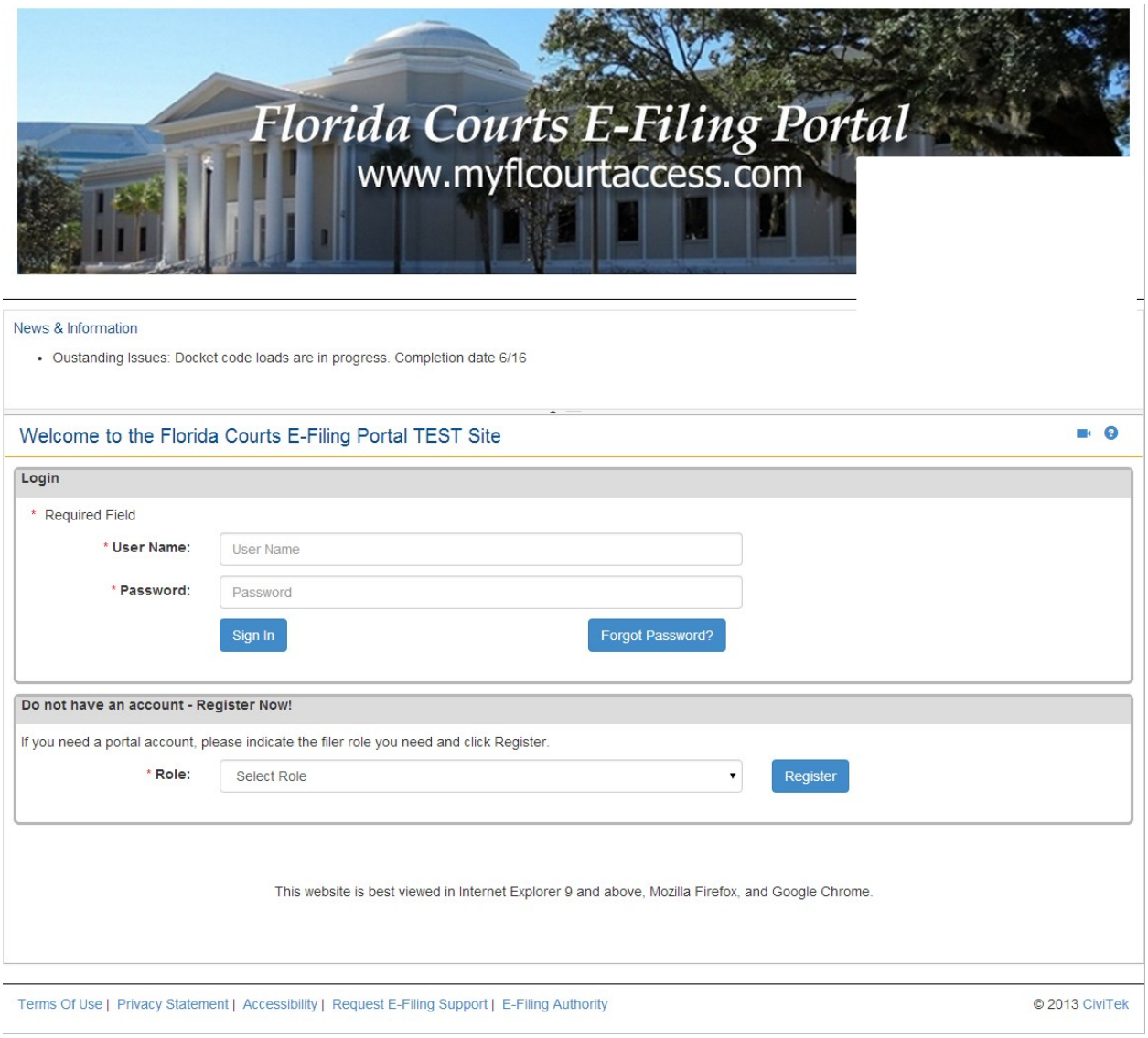


Type in the user name and password you selected and Sign In.

Portal Navigation

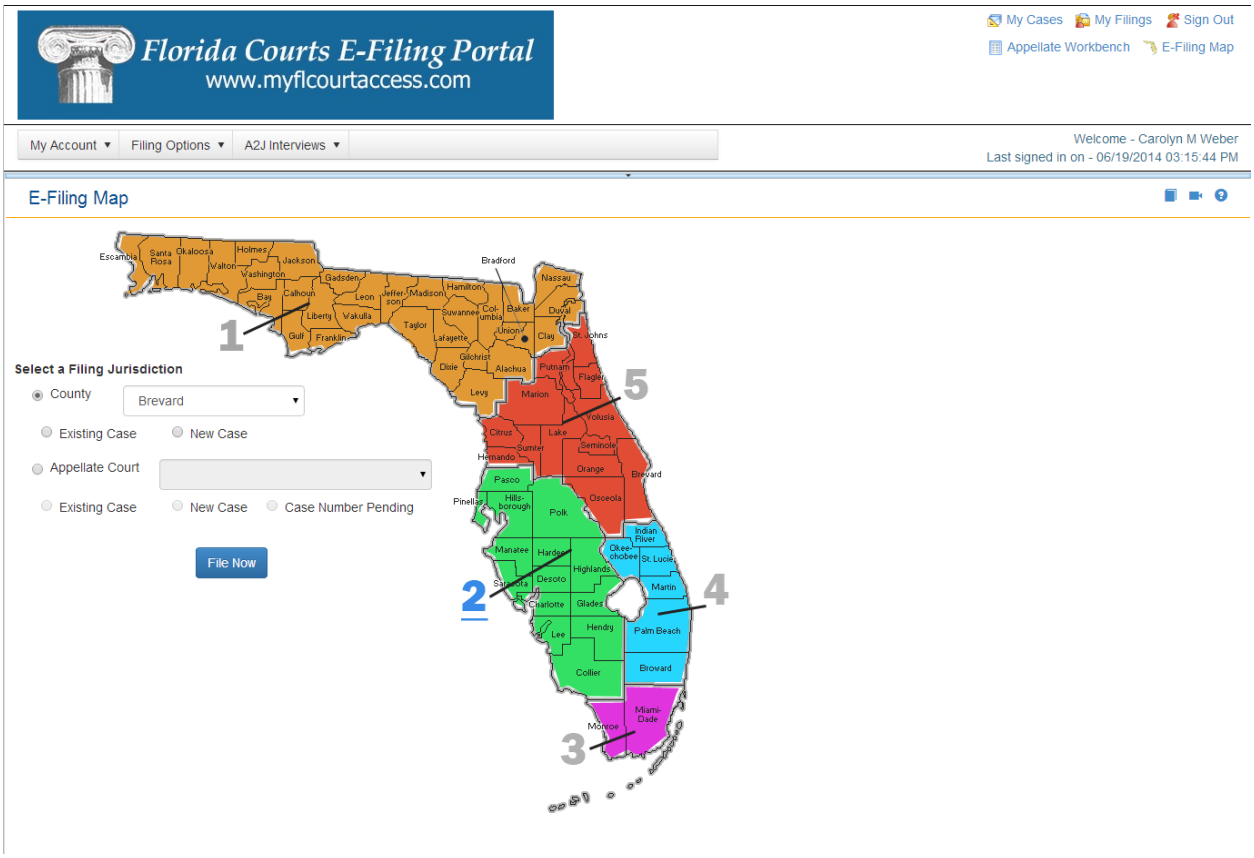
Once the account is activated, users can return to the Portal home / log-in page at www.myflcourtaccess.com.

Filers will enter their **User Name** and **Password** and click **"Sign In**" to enter the portal.


Florida Courts E-Filing Portal
www.myflcourtaccess.com
News & Information
Oustanding Issues: Docket code loads are in progress. Completion date 6/16
Welcome to the Florida Courts E-Filing Portal TEST Site
Login
* Required Field
* User Name:
User Name
* Password:
Password
Sign In
Forgot Password?
Do not have an account - Register Now!
If you need a portal account, please indicate the filer role you need and click Register.
* Role:
Select Role
Register
This website is best viewed in Internet Explorer 9 and above, Mozilla Firefox, and Google Chrome.
Terms Of Use | Privacy Statement | Accessibility | Request E-Filing Support | E-Filing Authority
© 2013 CiviTek

Administrative Links

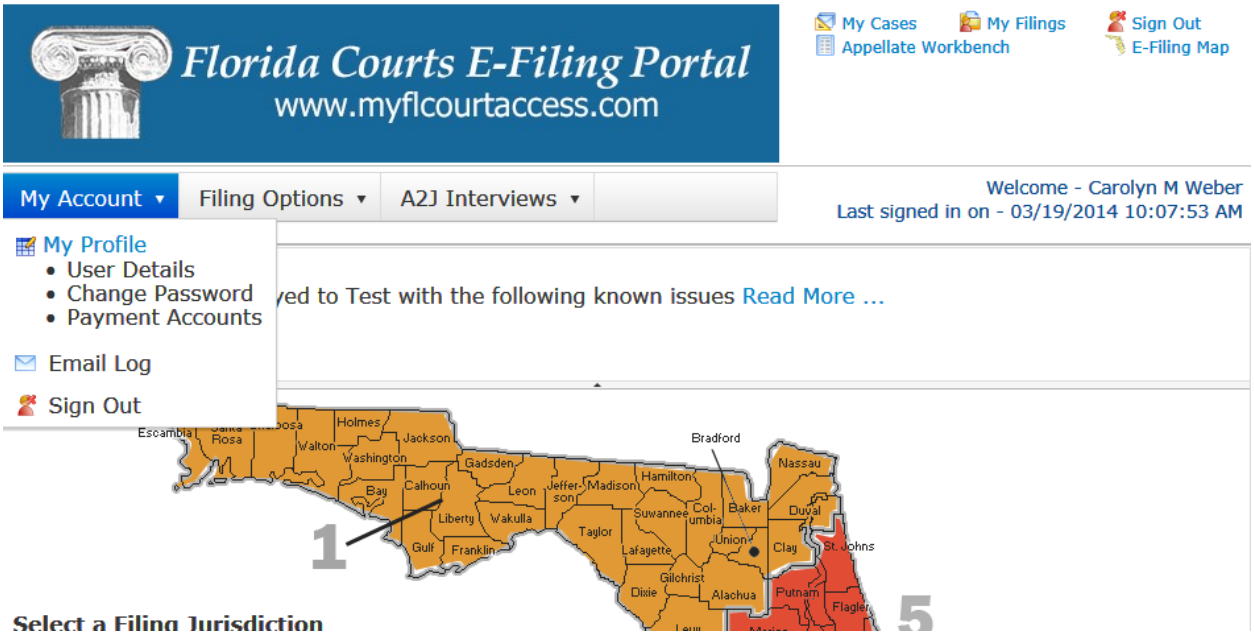
Once the filer is logged in they are immediately taken to the **Main** page. The Main page presents filers with two menus: (1) the **Account** menu and (2) the **Filing Options** menu located on the upper left side of the page. The functionality associated with these two menus allows filers to make changes to their profile / account and submit filings.



Account Menu

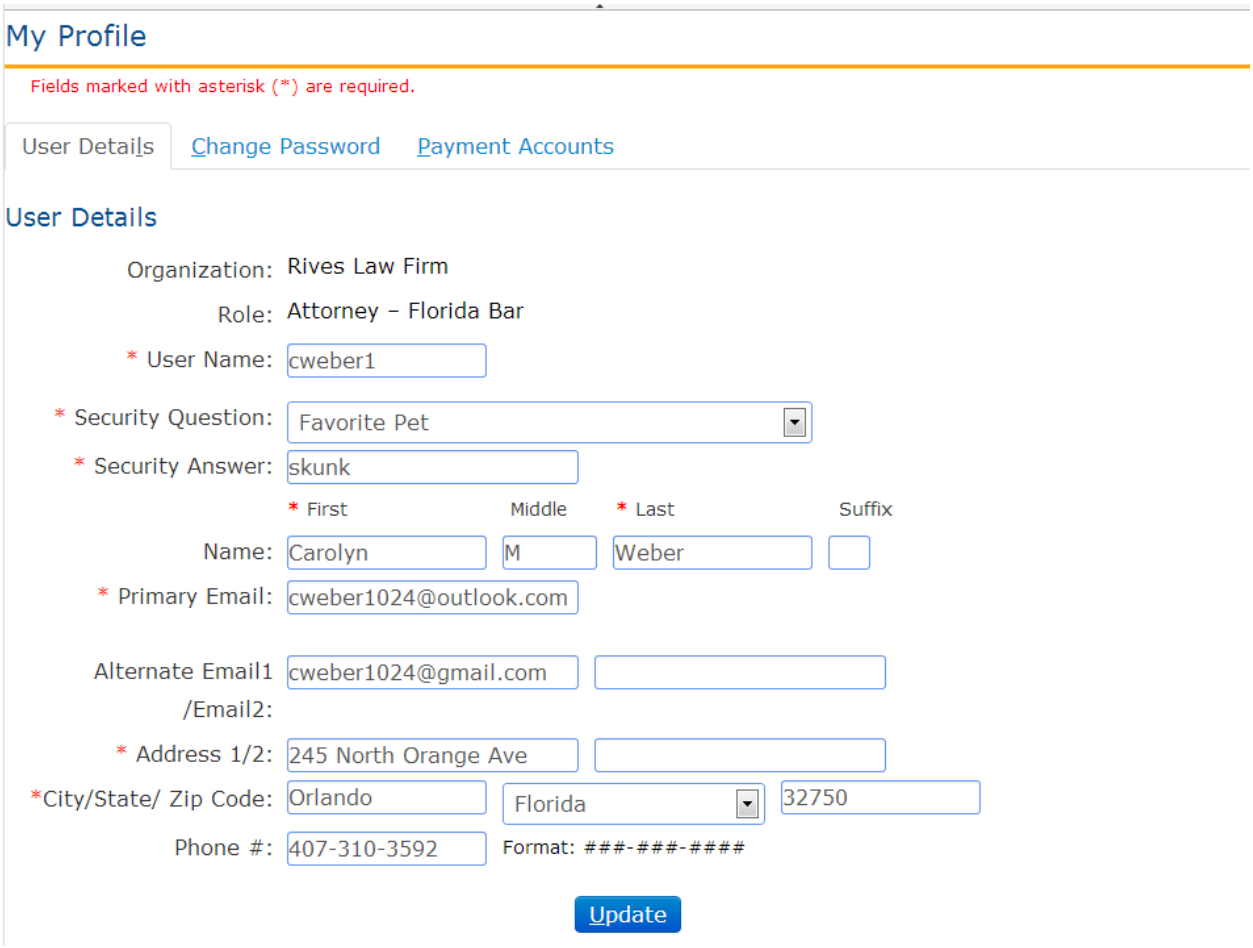
My Profile

Choosing **My Profile**, from the drop down provides filers with the ability to manage their account information using the **User Details, Change Password** and **Payment Accounts**.



User Details

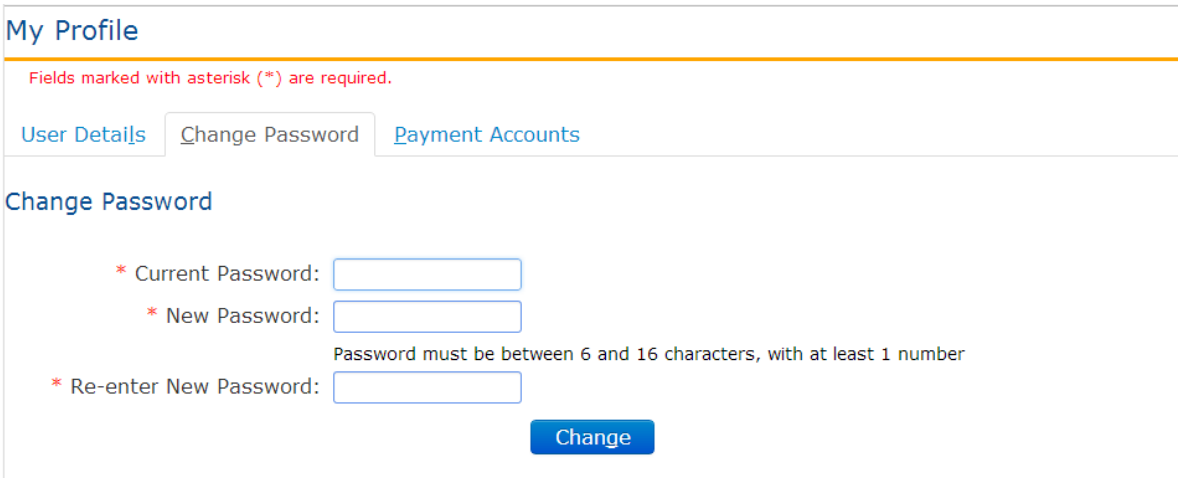
The User Details option provides filers with the ability to update their profile information. Filers are able to update any profile information present with the exception of **Organization** and **Role**. When finished updating click on the **Update** button at the bottom of the page to save changes.



The Portal allows for the E-Filer to enter up to three [3] Email Addresses. Electronic Notifications are sent to all email addresses on the account.

Change Password

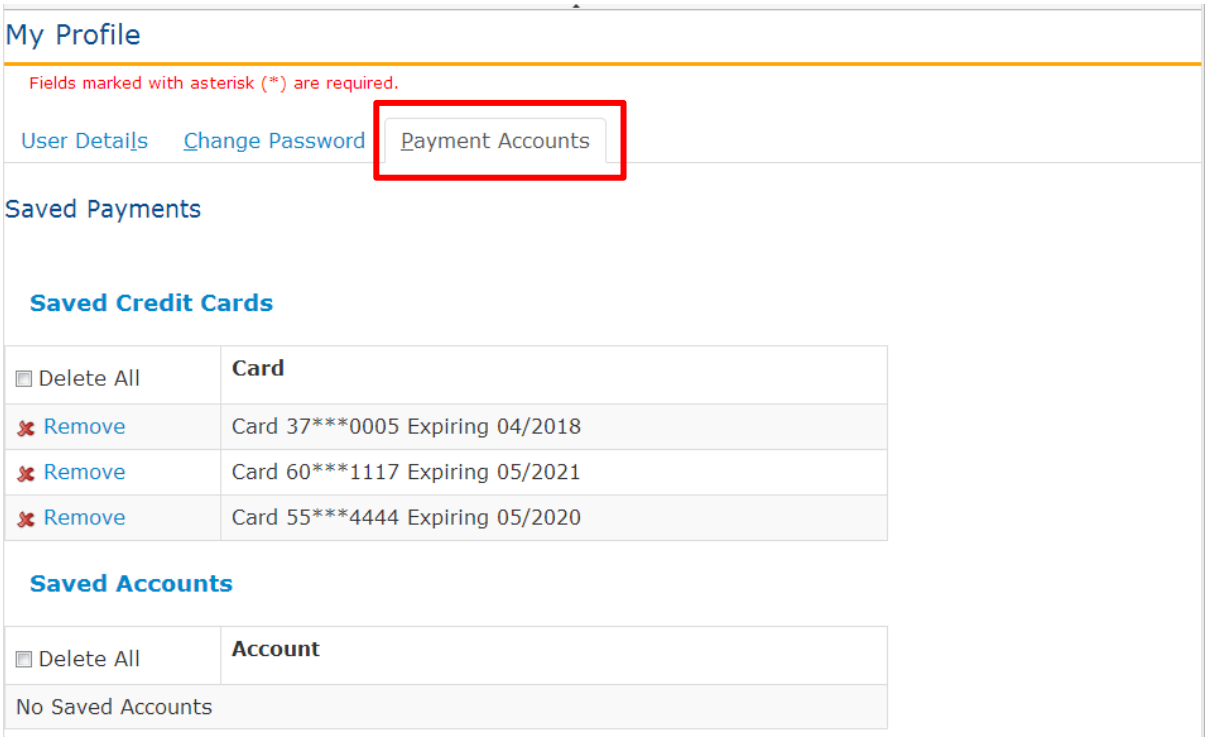
The **Change Password menu option** provides filers with the ability to manage / change their password.



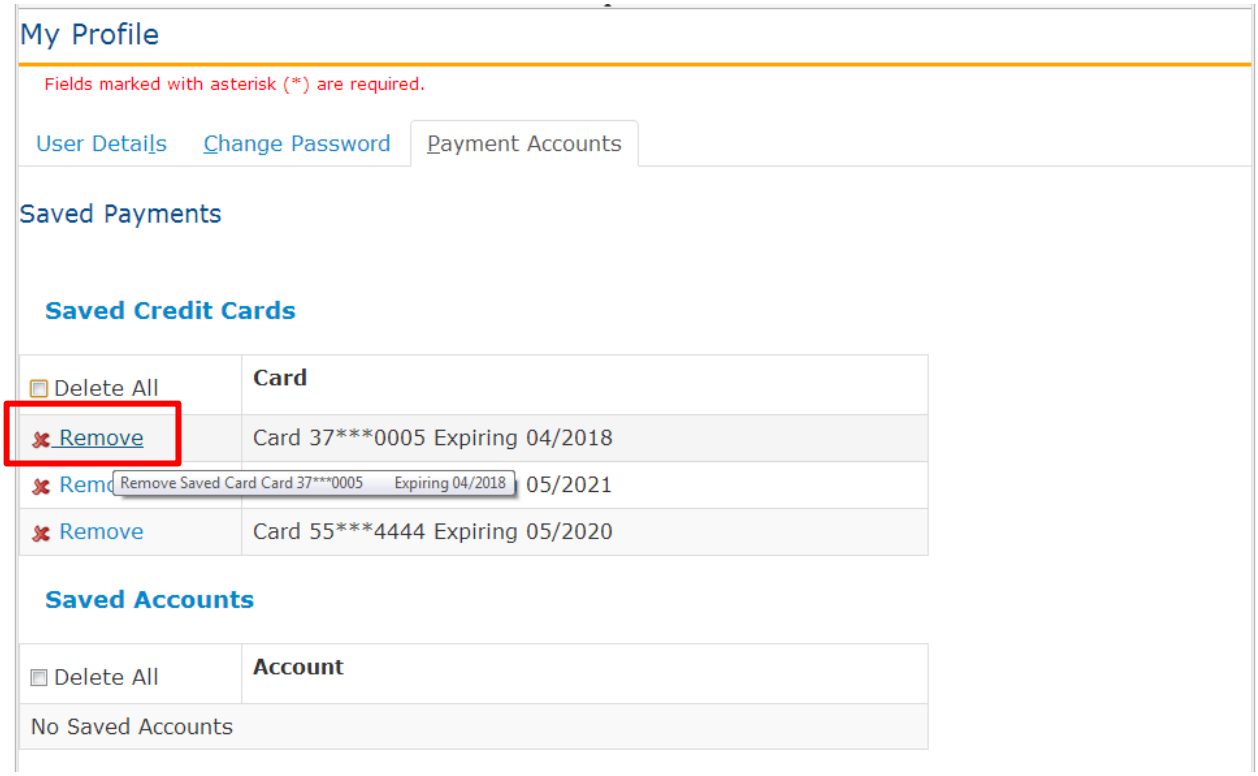
New passwords must meet the criteria for password stated on the page under the New Password input box.

Payment Accounts

The **Payment Accounts** tab allows the filer to delete saved payment account information.

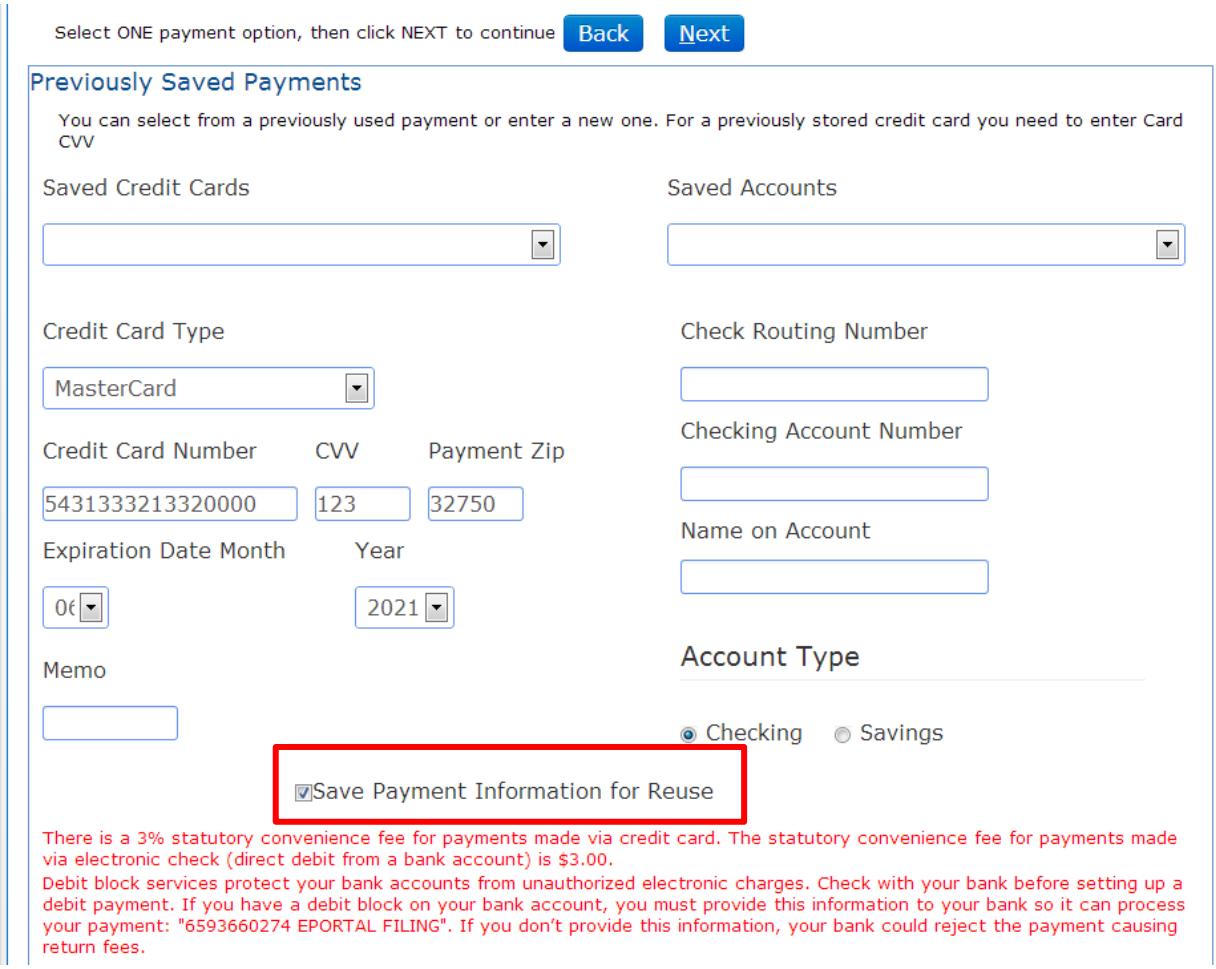


You may remove all accounts by selecting **Delete All** or you may remove them individually by select the **Remove** next to the card you wish to delete.



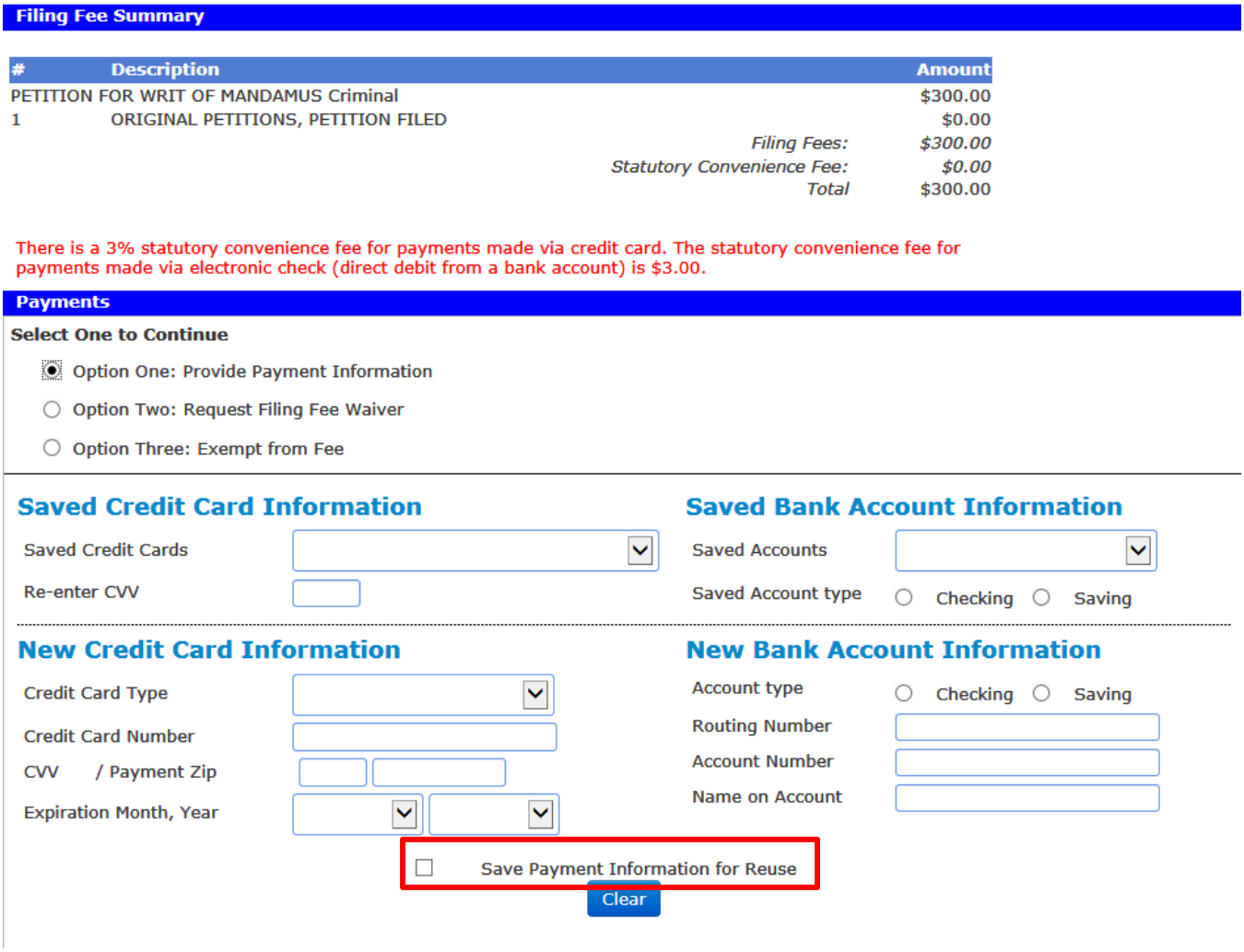
To add additional payment accounts, add the payment information on the **Fees and Payments** tab when you are filing your documents. Be sure to select the check box next to **Save Payment Information for Reuse**

Trial Court Filing – Save a Payment Method


Select ONE payment option, then click NEXT to continue
Back
Next
Previously Saved Payments
You can select from a previously used payment or enter a new one. For a previously stored credit card you need to enter Card CVV
Saved Credit Cards
Saved Accounts
Credit Card Type
MasterCard
Credit Card Number
CVV
Payment Zip
5431333213320000
123
32750
Expiration Date Month
Year
2021
Memo
Check Routing Number
Checking Account Number
Name on Account
Account Type
Checking
Savings
Save Payment Information for Reuse
There is a 3% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is $3.00.
Debit block services protect your bank accounts from unauthorized electronic charges. Check with your bank before setting up a debit payment. If you have a debit block on your bank account, you must provide this information to your bank so it can process your payment: "6593660274 EPORTAL FILING". If you don't provide this information, your bank could reject the payment causing return fees.

Appellate Court Filing - Save a Payment Method

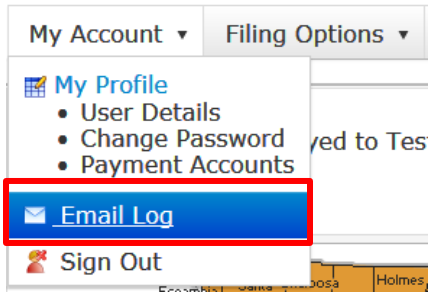
The Payment information is gathered on the Review and Submit screen



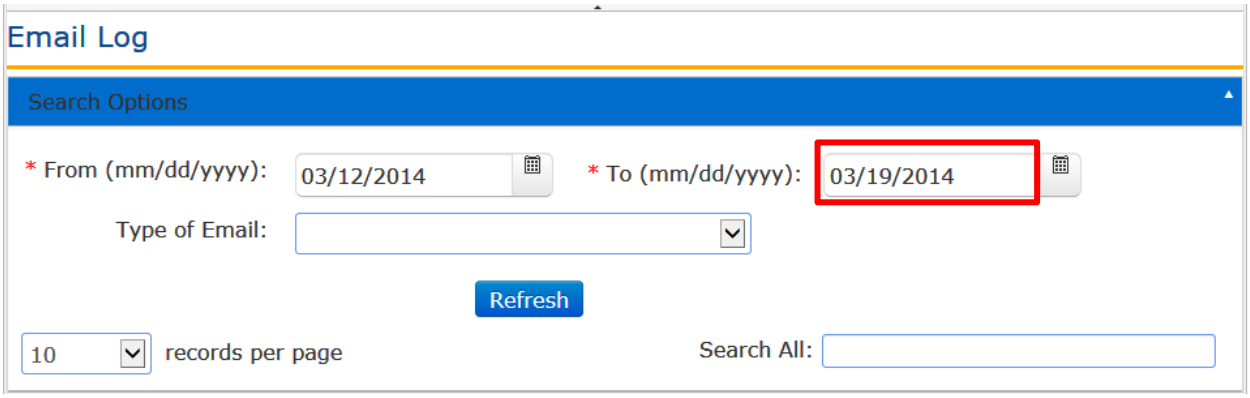
Please note: The Payment Zip is the billing address zip code. To be sure you receive authorization for the credit card, make sure the zip code entered matches the zip code for the billing address on the credit card account.

Email Log

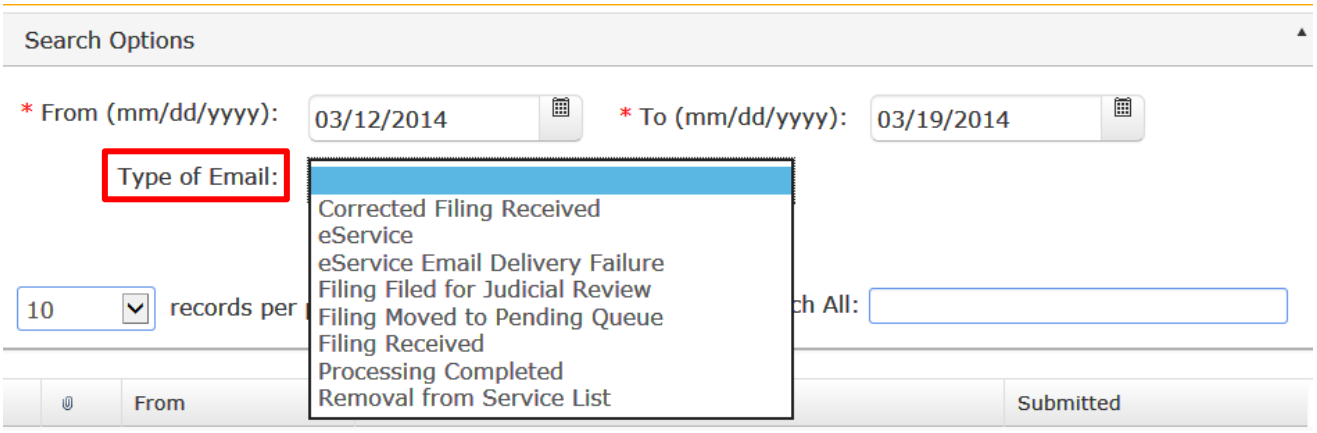
Any email that you the filer receive via your email provider will also be logged in the Email Log. To access the Email Log go to the Account tab and from the drop down select Email Log.



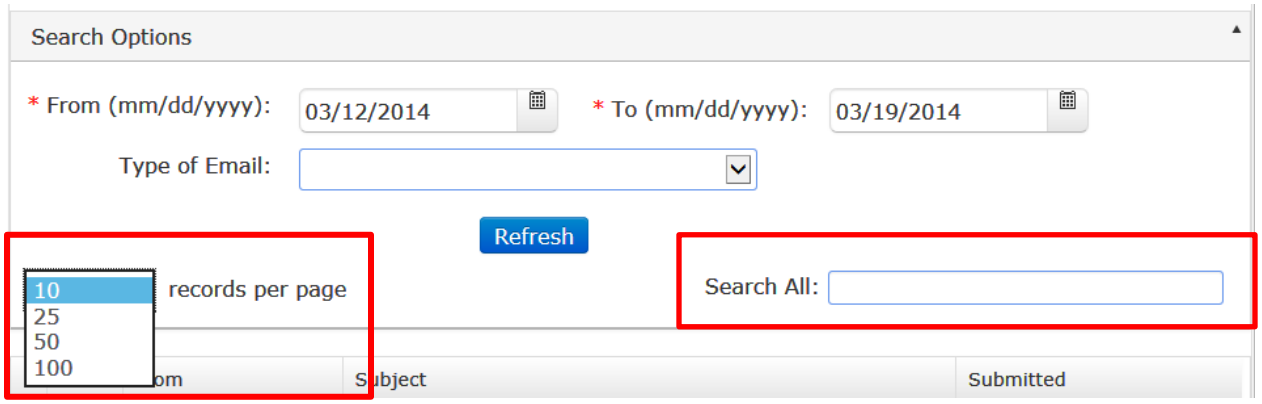
The Email Log will default to the last seven days however you can adjust the dates to reflect a larger period of time if you are searching for a specific email. Either type in the "From" date or use the calendar fly out to select a date. Then select Refresh.



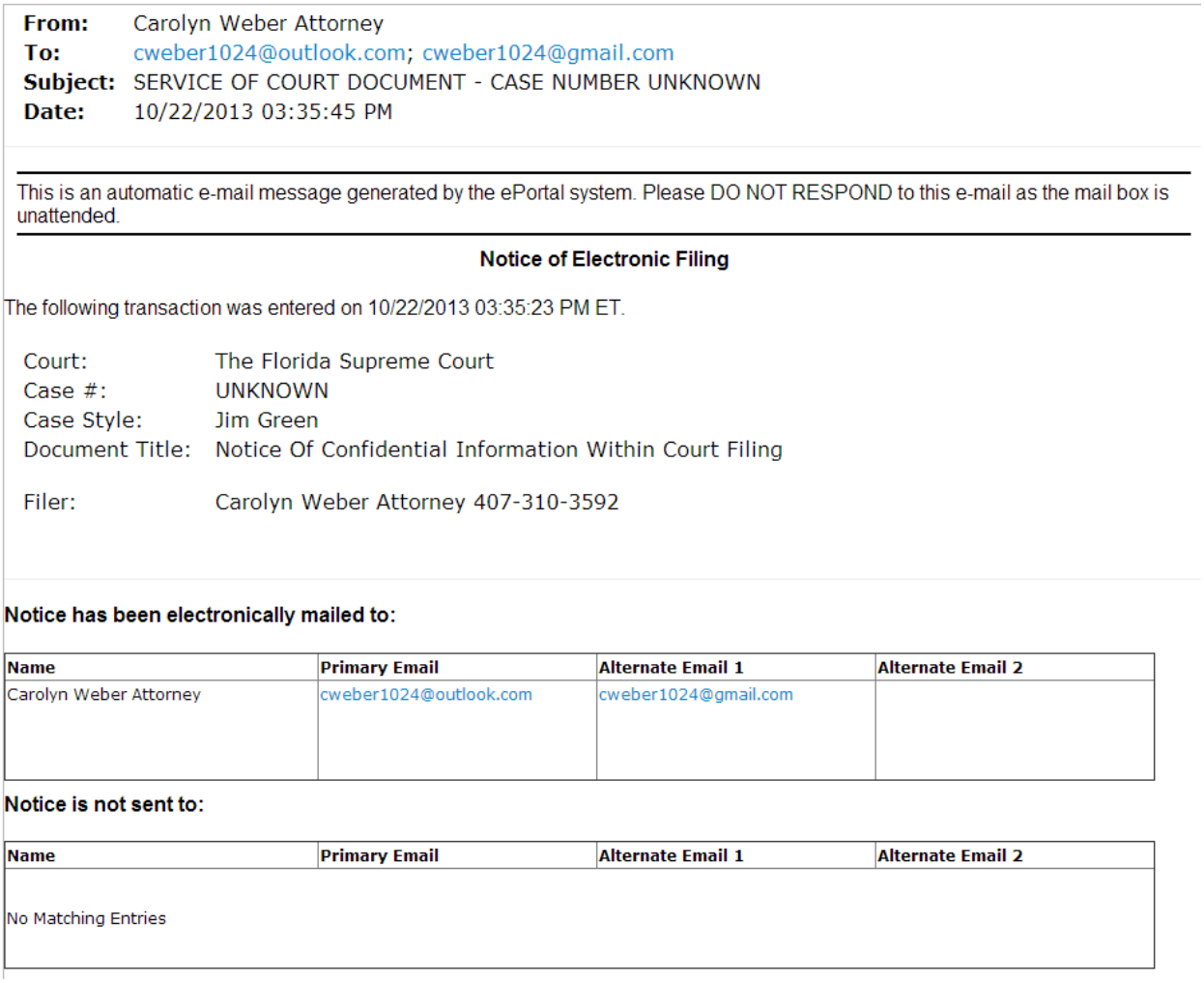
You can also search for the type of email by selecting your search criteria from the dropdown.



Set the number of records to show per page by selecting from the drop down and if you would like to do a text search of the Subject Line use the Search All field.



To view the highlighted email, scroll down the page and you will see the body of the email that you also received in your email provider [*i.e.* yahoo, gmail, outlook, etc.].



From: Carolyn Weber Attorney
To: cweber1024@outlook.com; cweber1024@gmail.com
Subject: SERVICE OF COURT DOCUMENT - CASE NUMBER UNKNOWN
Date: 10/22/2013 03:35:45 PM

This is an automatic e-mail message generated by the ePortal system. Please DO NOT RESPOND to this e-mail as the mail box is unattended.

Notice of Electronic Filing

The following transaction was entered on 10/22/2013 03:35:23 PM ET.

Court: The Florida Supreme Court
Case #: UNKNOWN
Case Style: Jim Green
Document Title: Notice Of Confidential Information Within Court Filing

Filer: Carolyn Weber Attorney 407-310-3592

Notice has been electronically mailed to:

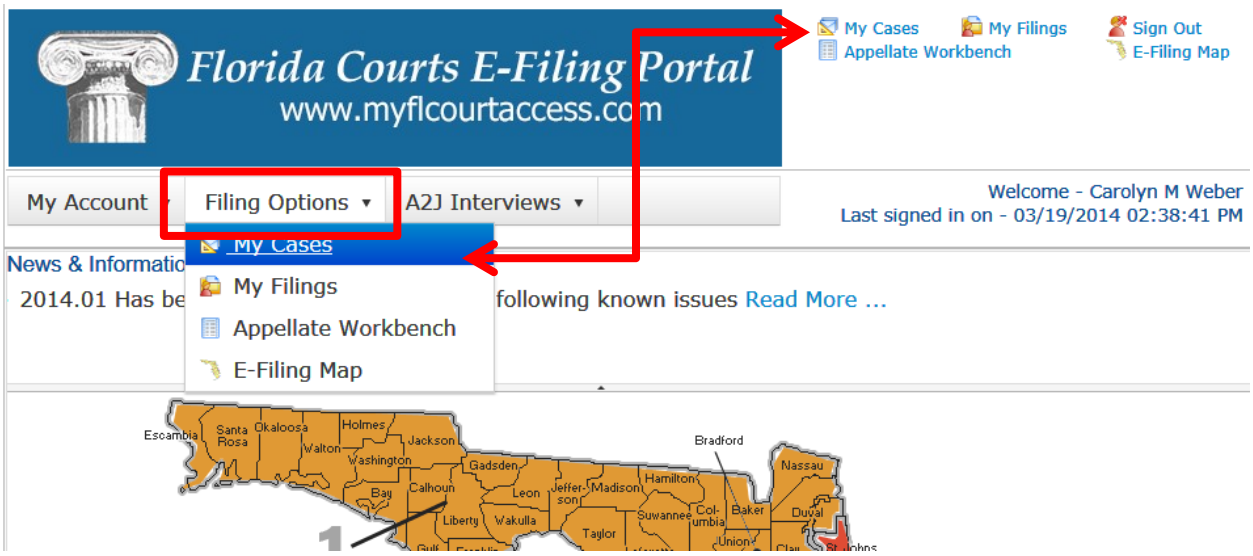
Name	Primary Email	Alternate Email 1	Alternate Email 2
Carolyn Weber Attorney	cweber1024@outlook.com	cweber1024@gmail.com	

Notice is not sent to:

Name	Primary Email	Alternate Email 1	Alternate Email 2
No Matching Entries			

Filing Options / Links

The Portal Filing Management Links are located under the Filing Options Menu. In addition, for ease of use these links are also located in the upper right corner of the page.



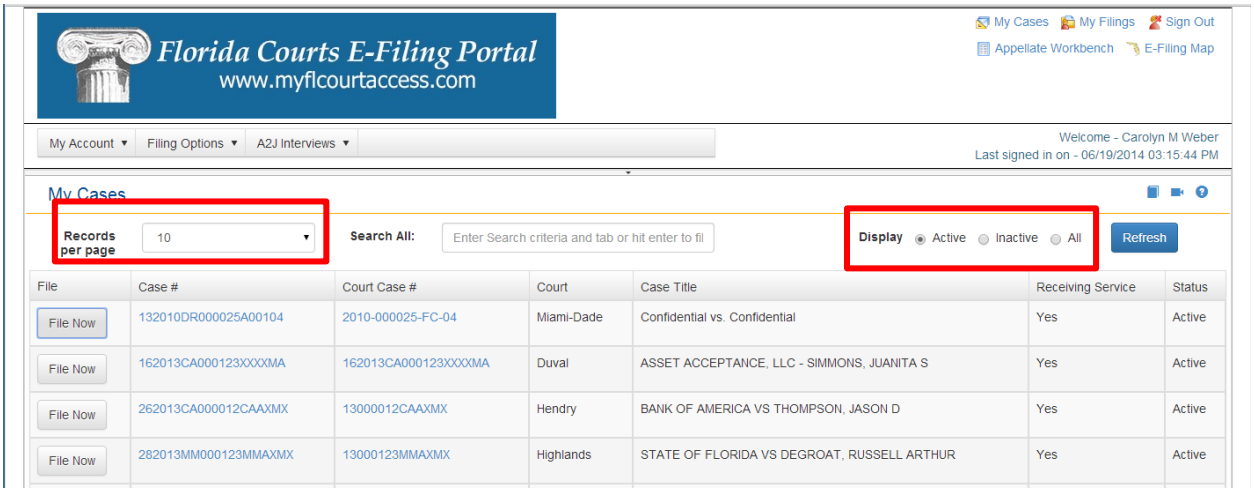
Each filing management link is discussed below:

My Cases

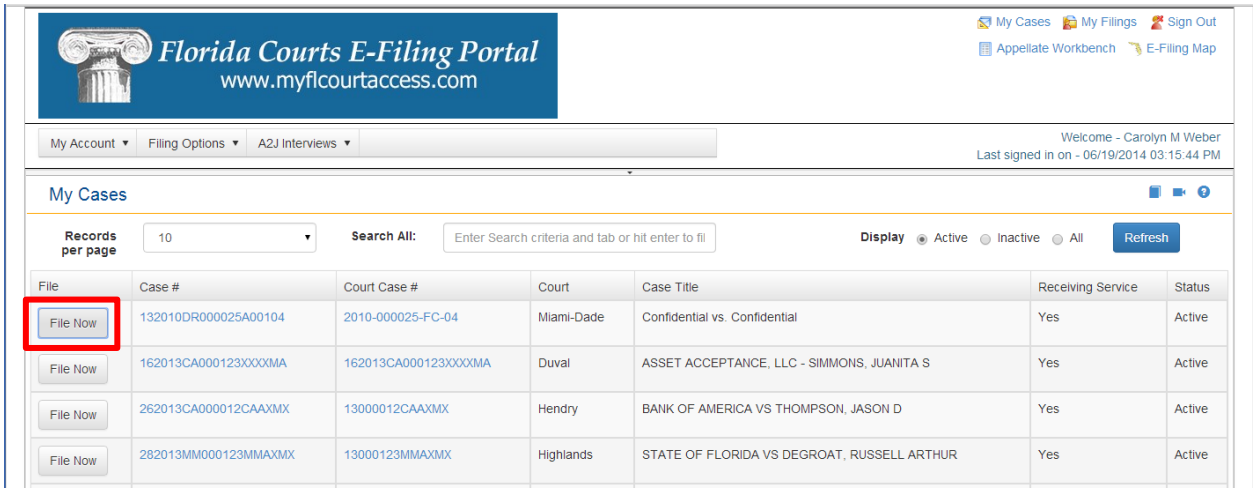
To go to the My Cases page, select **Filing Options** from the menu bar and then highlight and select **My Cases**.

This will take you to your **My Cases** page where you have access to the court file and the documents therein by selecting the hyperlinked case number in the **Case #** column and the E-service List by selecting the hyperlinked case number in the **Court Case #** column. You can update the E-service List from this page. You do not have to file a document to access the E-service page.

You will also see the Case #, Court Case #, Court, Case Title, whether or not you are receiving E-service in the case and the status of the case. This page is customizable in that you may select the number of records to show per page as well as whether to display “active,” “inactive,” or “all” cases. Once you set these preferences, they will be retained until you change them.



Also available from the **My Cases** page is the "**File Now**" button. Once you have electronically filed to a case, it is automatically added to your **My Cases** page. From then on, you have the option to file directly to that case from the **My Cases** page by selecting the **File Now** button. That will eliminate you having to select the county, division, enter the sequence number and click on search. The Portal will retrieve that information based on the case you select and take you to the bottom of the **Case Information** page when you can finish the submission.

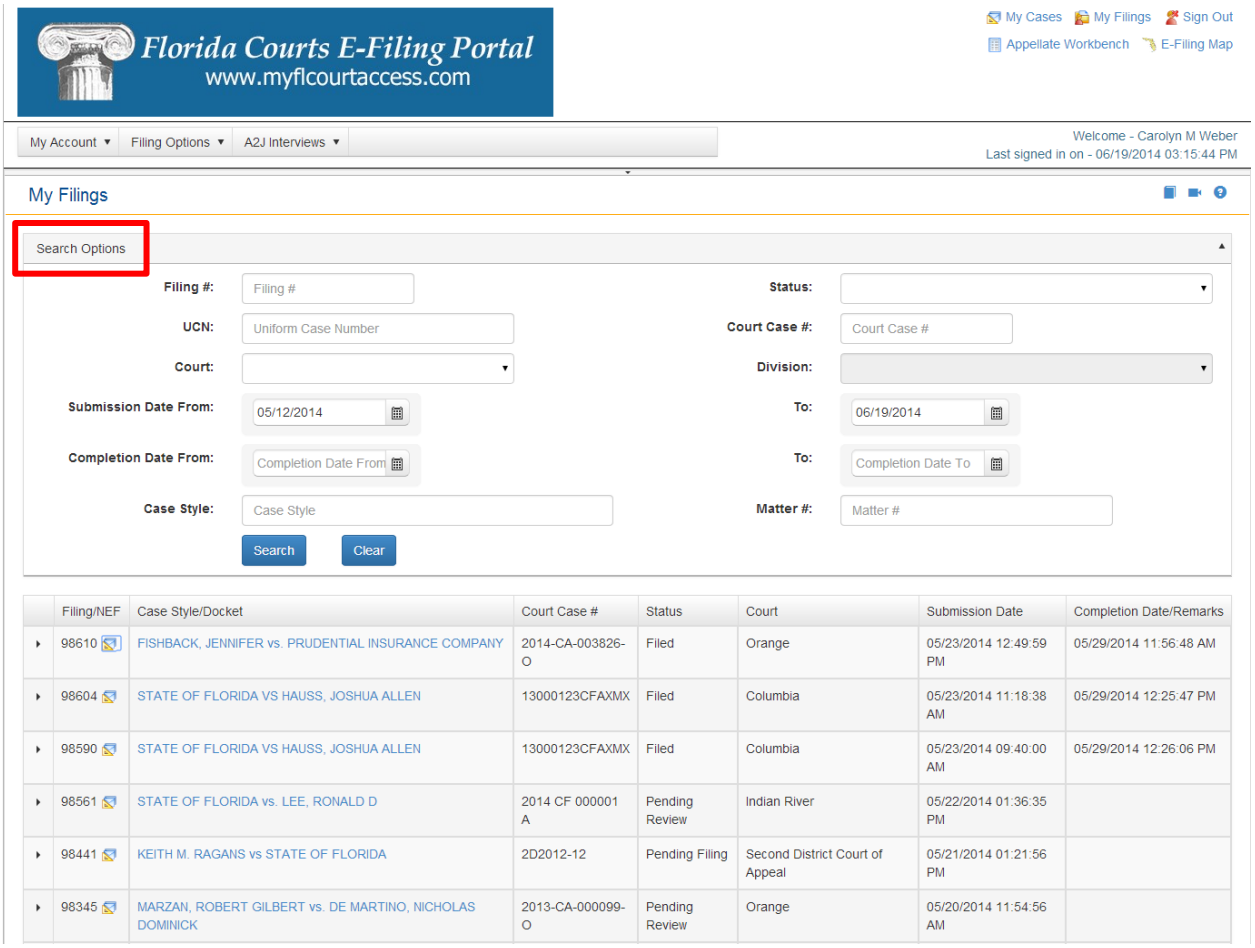


My Filings

The **My Filings** page shows all submissions you have made over the past seven days. You may adjust the number of days displayed by selecting the timeframe using the calendar feature. It will also show you the following information;

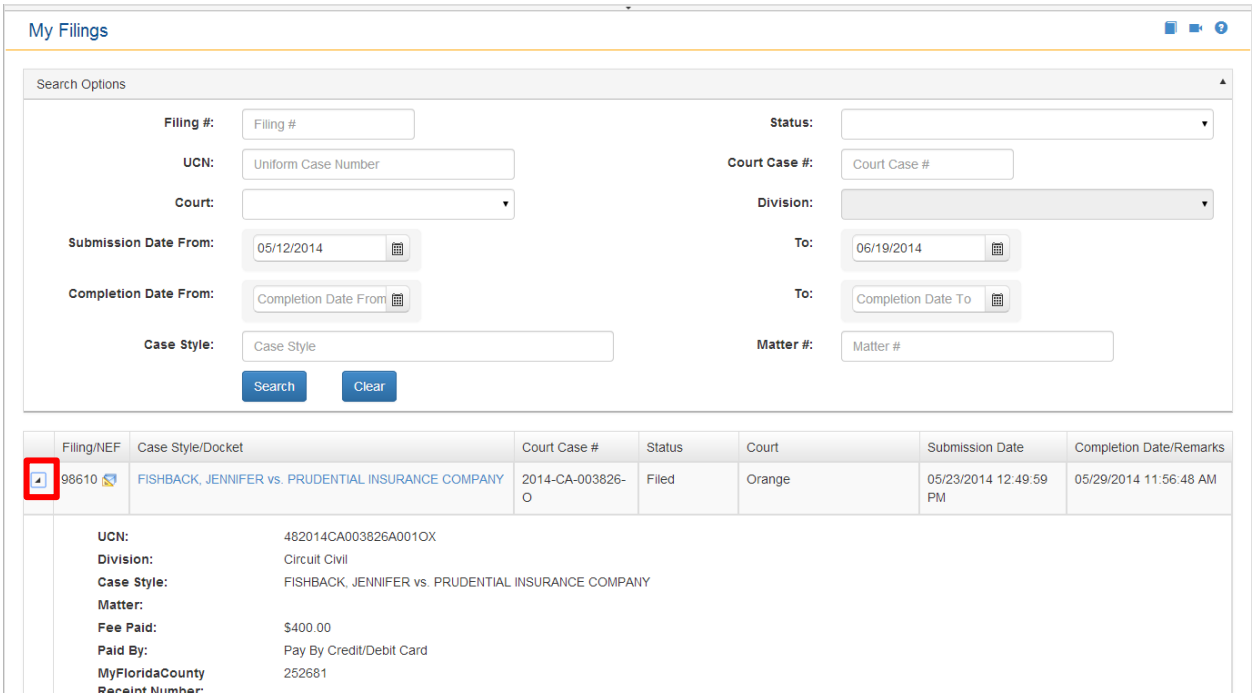
- **Filing #/NEF**: The portal assigned reference number for your filing and the Notification of Electronic Filing [NEF] that is sent out to provide E-service of the documents you filed in that submission.
- **Case Style/Docket:** The abbreviated style of the case which is the first named plaintiff versus the first named defendant.
- **Court Case #**: The Case Number assigned to the filing. When the filer submits a new case this column will read **NEW CASE** until the case number is assigned by the clerk; once the Clerk assigns a Case Number it will display.
- **Status**: The status will reflect one of the following: **Pending Review, Being Reviewed, Pending Filing, Filed**, **Pending Queue, or Filed for Judicial Review**
- **Court**: The name of the jurisdiction the case is filed in.
- **Submission Date**: Date the filer submitted the filing on the portal which is the official file stamp date and time.
- **Completion Date/Remarks**: Date the filing was processed by the Clerk's office or remarks from the Clerk/Reviewer as to why the filing was moved to the Pending Queue.

You may search your **My Filings** page using any of the following search criteria:



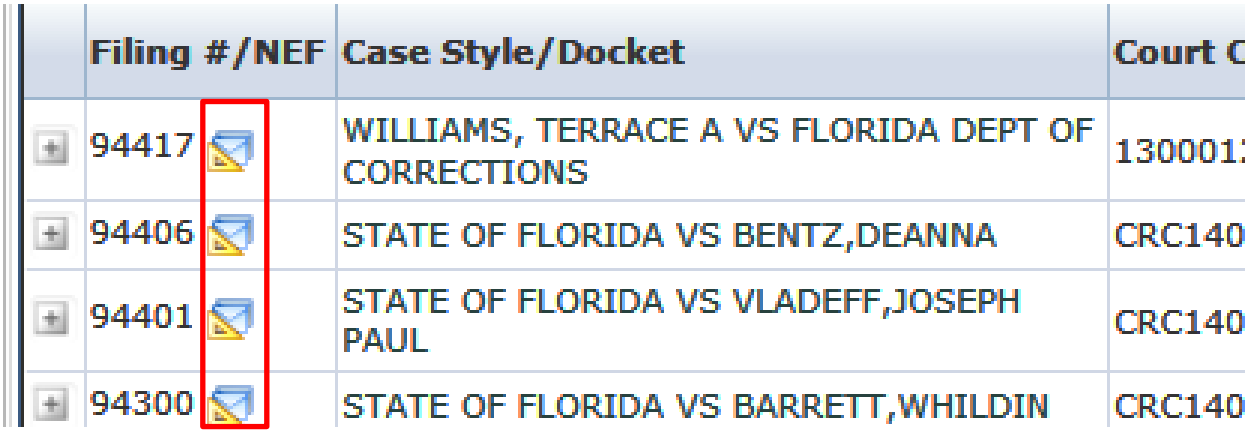
- Filing #
- UCN
- Court Case #
- Court
- Submission Date
- Completion Date
- Status
- Matter #
- Case Style

Note: To see more information about a submission, select the ‹ next to the Filing #.



Notification of Electronic Filing

Upon submission of documents, a Notification of Electronic Filing [NEF] will be sent to the people listed on the E-service List. Attached to that NEF will be a PDF version of the documents filed in that submission. To view the NEF, select the icon next to the Filing #.



The NEF will open that will show you the E-service email as well as who was electronically notified and who was not electronically notified and the Status of the email of those not notified.

Notice of Electronic Filing - Filing # 94008

Notice of Service of Court Documents

Documents have been electronically mailed to:

Name	Email Address	Status
Carolyn M Weber	cweber1024@outlook.com	On eService List
Carolyn M Weber	cweber1024@gmail.com	On eService List
Carolyn M Weber	cweber767881@aol.com	On eService List
Christopher K Skambis Jr	cweber1024@outlook.com	On eService List
Christopher K Skambis Jr	cweber767881@aol.com	On eService List

Documents have **not** been electronically mailed to:

Name	Email Address	Status
Mary Beth Kelly	mbkelly@thompsonevangelolaw.net	Bounce backs received
Allison Weber	cweber@flclerks.com	Requested to be removed
Allison Weber	cweber767881@aol.com	Requested to be removed

Filing Information

Filing #: 94008
Filing Time: 03/17/2014 11:22:39 AM ET
Filer: Carolyn M Weber 407-310-3592
Court: Third Judicial Circuit in and for Columbia County, Florida
Case #: 122013CA000123CAAXMX
Case Style: WILLIAMS, TERRACE A VS FLORIDA DEPT OF CORRECTIONS
Document Title: Motion

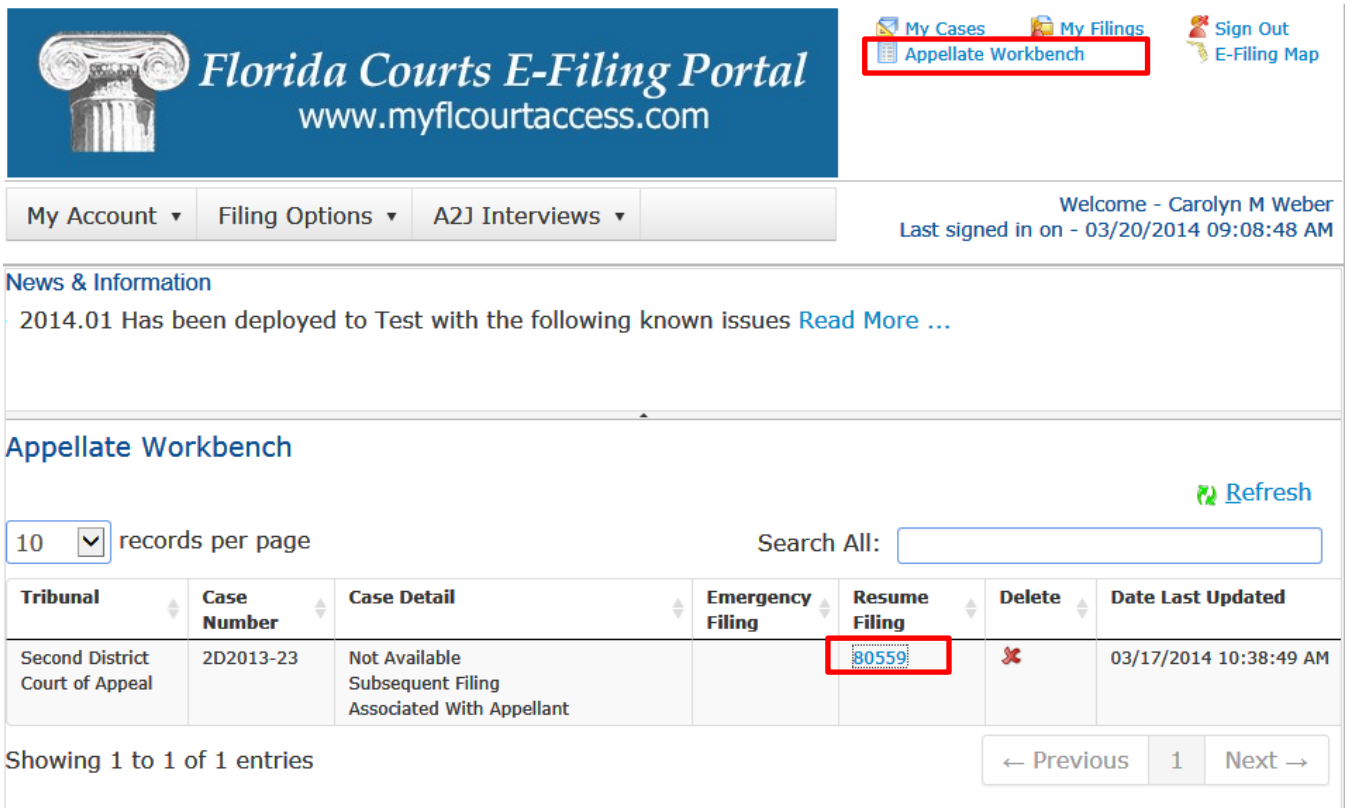
This is an automatic email message generated by the Florida Courts E-Filing Portal. This email address does not receive email.

Thank you,
The Florida Courts E-Filing Portal

This NEF is also found in your Email Log.
The My Filings list defaults to filings within the last seven days. The filer may expand or narrow the list by using the '**From'** and '**To'** dates. These date ranges will be utilized to run a report of all filings for the specified date range. Then click **Refresh** to generate the list for the new date range selected.

Appellate Workbench

This link will take you to your Appellate Workbench where any submissions you have begun but not completed will appear. To continue filing the submission, click on the **Resume Filling** link and complete your filing.



E-Filing Map

The **E-Filing Map** link allows filers to access the **Jurisdictional Map** which will allow them to select a filing path. Select either the Trial Court or the Appellate Court filing path. To change counties in which you are filing documents, you must return to the **Jurisdictional Map** to do so.

Submitting a Filing

Filing to Create a New Case

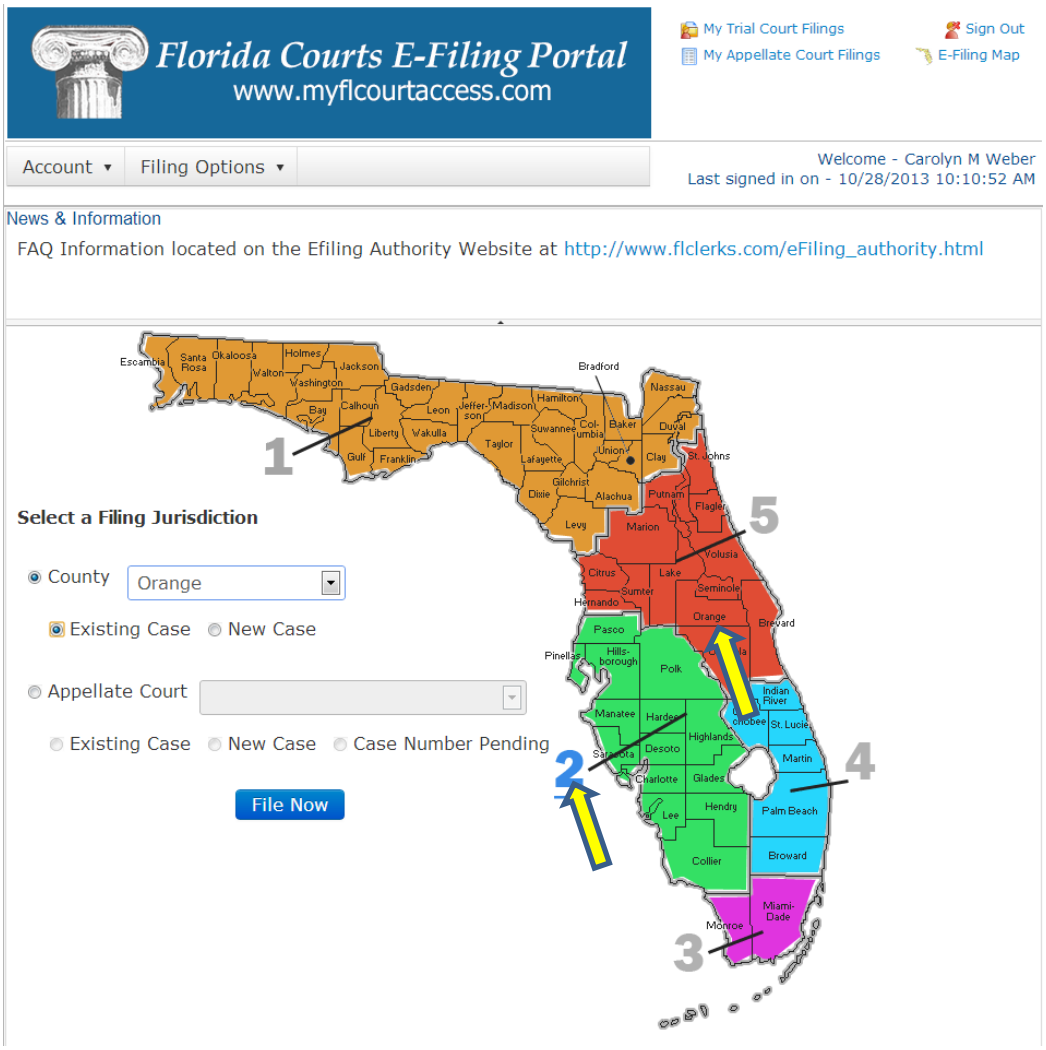
If you are creating a new case with the Clerk, you begin your filing from the Jurisdictional Map.

Filing to a Case that Already Exists with the Clerk

If you have not filed to a case that has an existing case number, you must begin the filing from the Jurisdictional Map.

Process

Trial Court: Select County or click on the county in the map
Appellate Court: Select the District number for a District Court of Appeal or use the drop down list which includes the Florida Supreme Court.



Then select either Existing Case if the case already exists or New Case if you are submitting a new case for filing. Since we are filing to an already created case, we will select Existing Case.

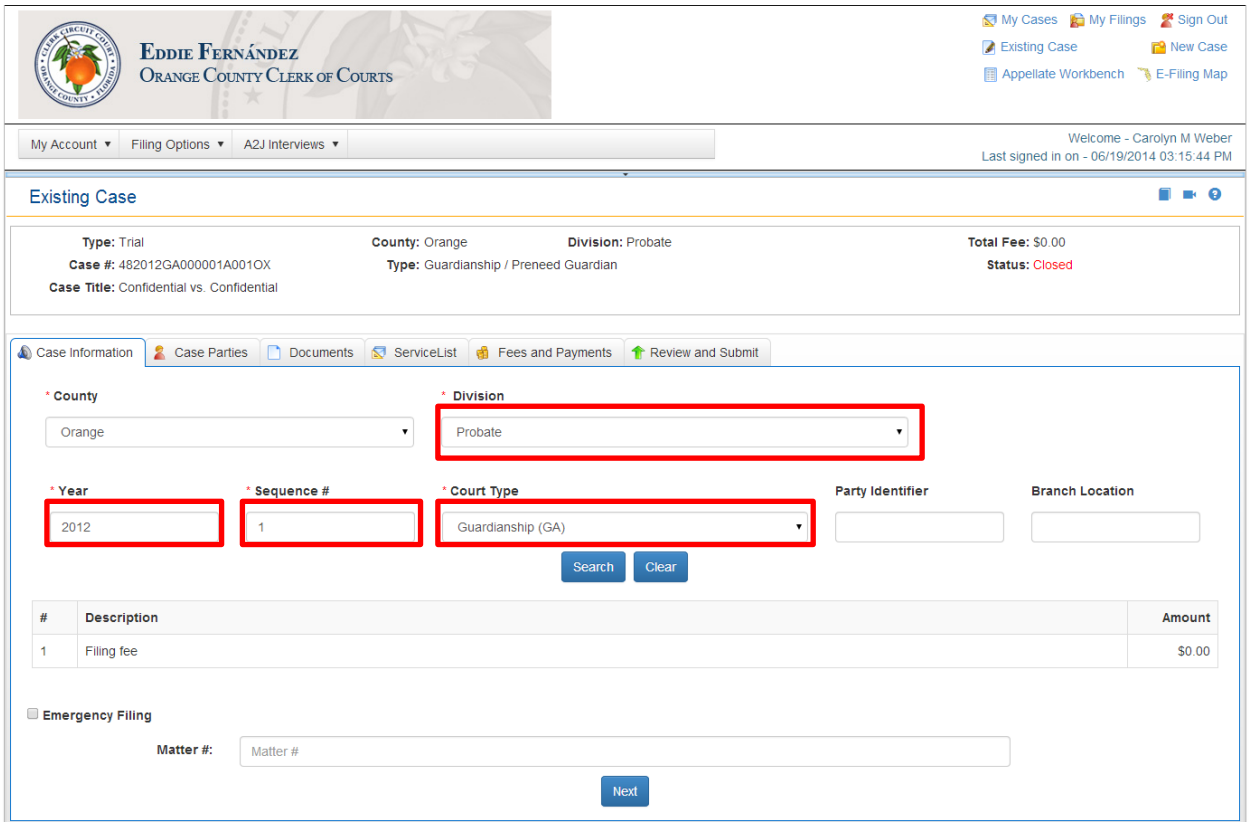
Case Information – Trial Court

To **File Subsequent Document(s) into an existing case**, the filer must know the case number. Select the Division from the dropdown list provided.

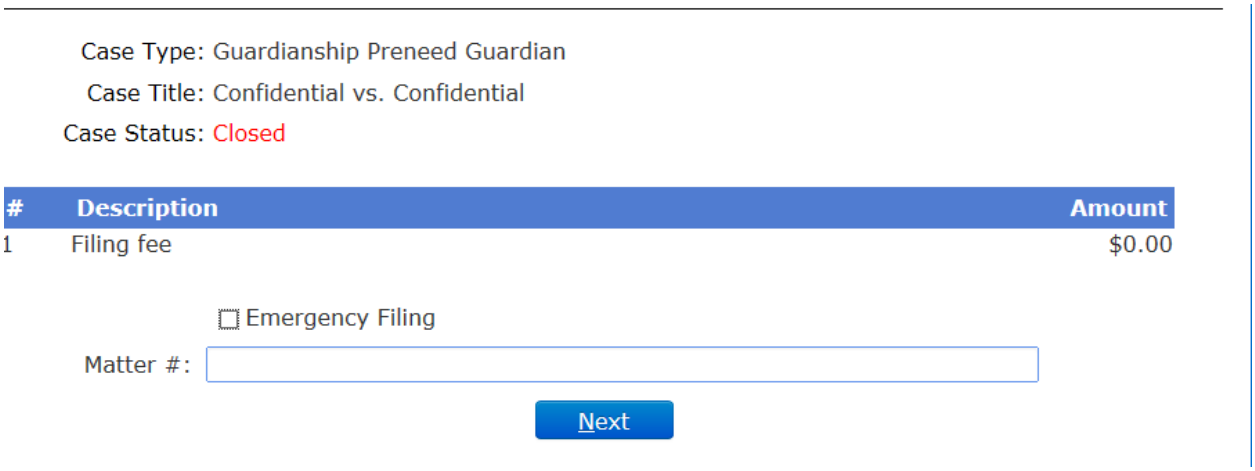
Enter the case number and click search. The Portal will search for the case record.

- If the county's case management system is not linked to the Portal the search for case information will not be initiated and no case information will be displayed to the filer.
- If the case record is located the Case Type and Title are displayed. Please verify that you have the case for your filing before proceeding.
- If the case record is not located a message will be presented. Please verify your case number entry.
    - If entered incorrectly click the Cancel button on the message to reenter the case number.
    - If entered correctly click the OK button on the message to continue processing.
        - If the case privacy is confidential or higher, case information may not be returned from the county's Case Management System.

1. Select Division
2. Type in Year
3. Sequence number
4. Select Court Type
5. Search



The case information will be displayed [unless the case is a confidential case] so that you can verify you are filing to the correct case. If so, click on Next.

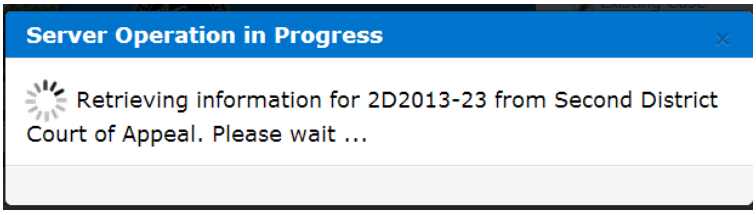


Case Information – Appellate Court

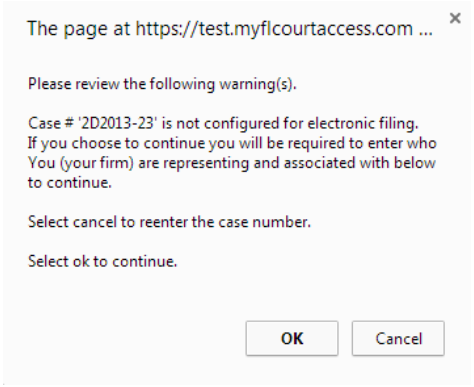
Type in the Appellate court Case Year and Case Number and then select Search

District Court of Appeal, 2nd District
E-Filing Portal
My Cases
My Filings
Sign Out
Existing Case
New Case
Case Number Pending
Appellate Workbench
E-Filing Map
My Account
Filing Options
A2J Interviews
Welcome - Carolyn M Weber
Last signed in on - 04/08/2014 11:07:46 AM
Case Information
Documents
Service List
Review and Submit
All required fields on this screen are marked with an asterisk (*).
When you have completed this screen, click NEXT to save and continue (do NOT use the internet browser keys).
Please choose the Appellate court and enter Case Year and Case Number then click Search to locate your case.
Case Year must be a valid 4 digit year (example: 2012).
For Supreme Court cases filed on or before 12/03/1999, enter "1960" for Case Year.
Case Number must be 5 digits or less. No leading zeros are necessary (example: 412).
*Appellate court
Second District Court of Appeal
*Case Year 2013
*Case # 23
Search
Case Title
Proceeding Type

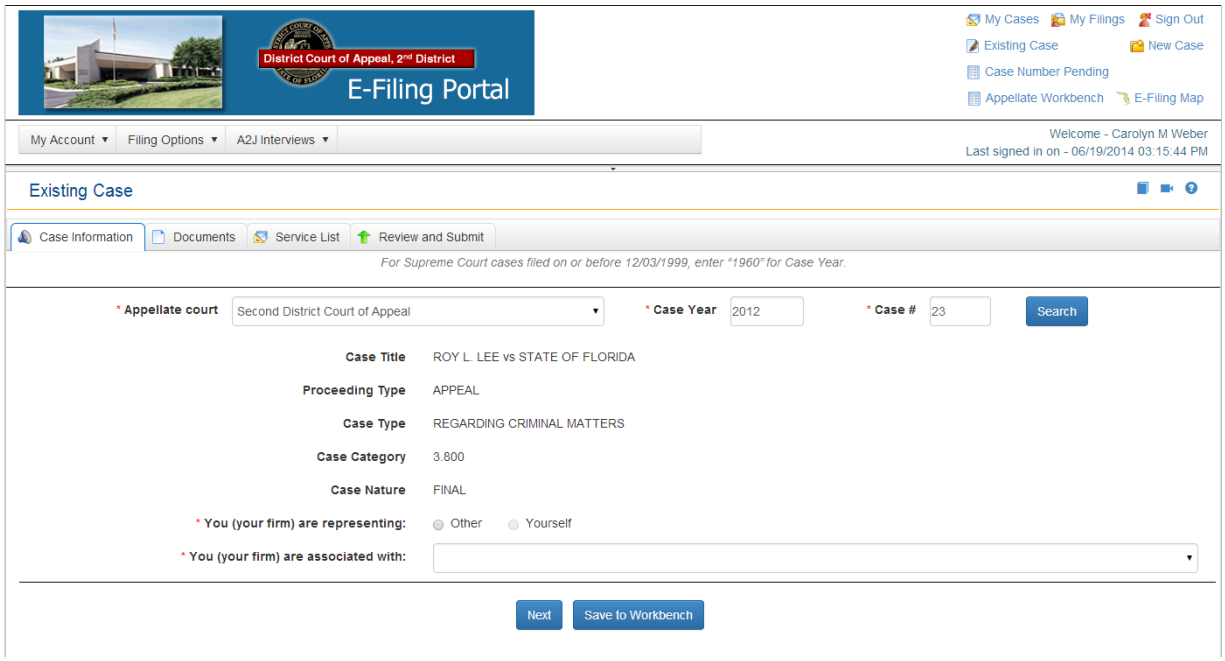
The Portal will retrieve the Case Information from the 2nd District Court of Appeal.



And present a message that asks you to choose you who represent and who you are associated with in order to continue.


The page at https://test.myflcourtaccess.com ...
Please review the following warning(s).
Case # '2D2013-23' is not configured for electronic filing.
If you choose to continue you will be required to enter who
You (your firm) are representing and associated with below
to continue.
Select cancel to reenter the case number.
Select ok to continue.
OK
Cancel

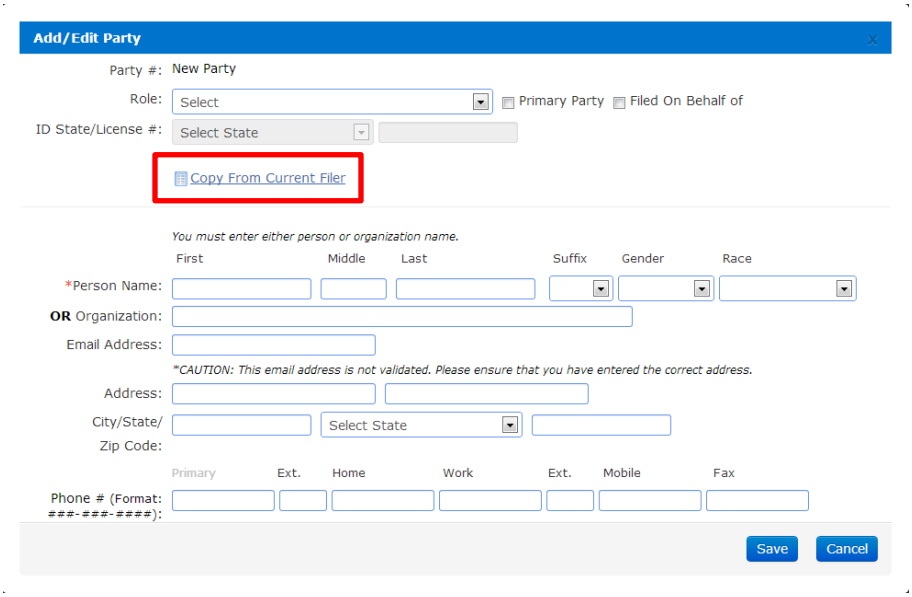
Select OK to continue to the Case Information page where you will designate who you represent and who you are associated with as shown below.



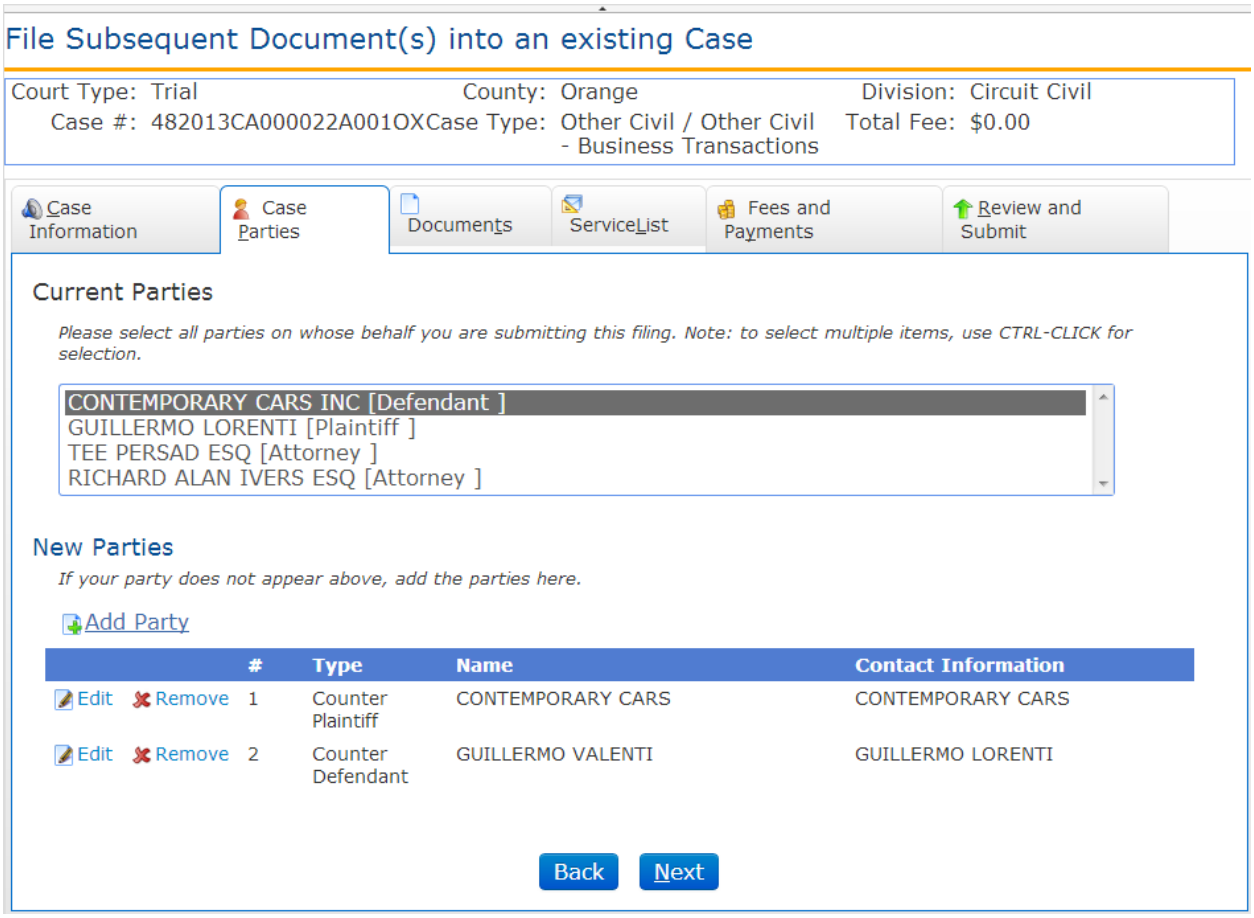
Case Parties

When adding a party you have 2 options:

1. Pressing on the Copy from Current Filer option will add the Filer as a Party and fill in the Party information with the Filer's Portal Profile information. This is used when the attorney is adding him or herself to the case as counsel on behalf of a party. The attorney would not be a Primary Party.
2. Then enter specific party information directly into the available fields.



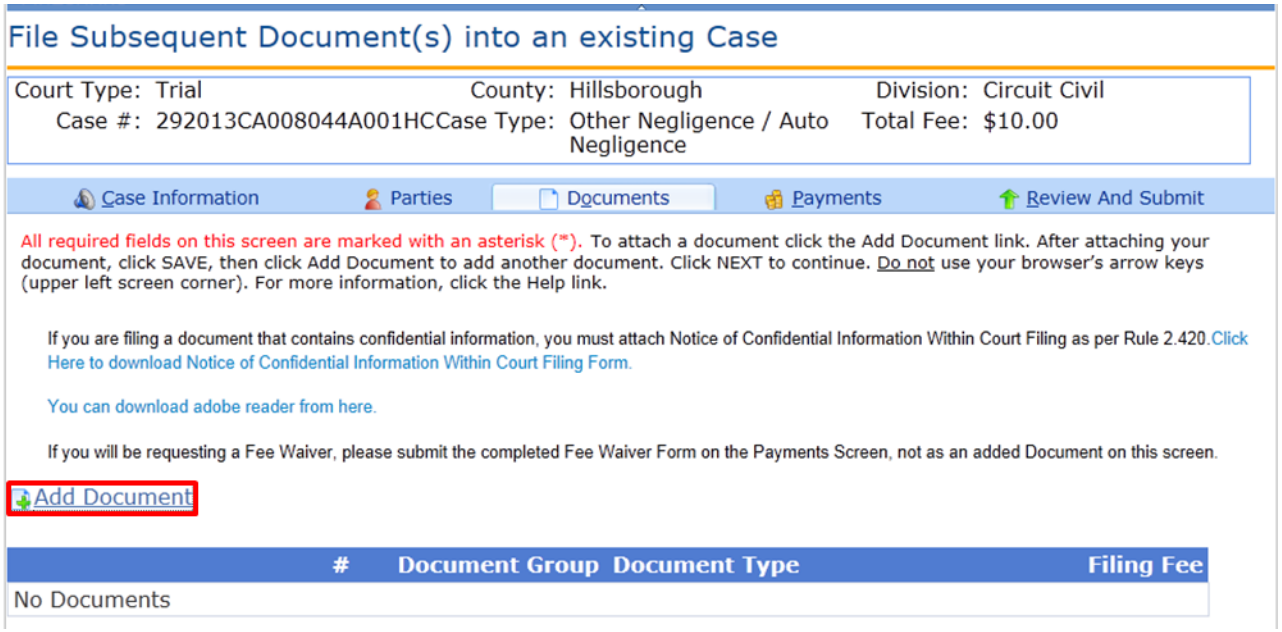
Click the Save button when entries are complete. The pre-existing parties and the new parties will be displayed. In the listing of the new party records the filer has the option to **Edit** or **Remove** a party they have entered on the case. Parties previously existing on the case cannot be edited or removed. Clicking **Add Party** again allows the filer to add another party to the case.


File Subsequent Document(s) into an existing Case
Court Type: Trial
County: Orange
Division: Circuit Civil
Case #: 482013CA000022A001OX
Case Type: Other Civil / Other Civil - Business Transactions
Total Fee: $0.00
Case Information
Case Parties
Documents
ServiceList
Fees and Payments
Review and Submit
Current Parties
Please select all parties on whose behalf you are submitting this filing. Note: to select multiple items, use CTRL-CLICK for selection.
CONTEMPORARY CARS INC [Defendant]
GUILLERMO LORENTI [Plaintiff]
TEE PERSAD ESQ [Attorney]
RICHARD ALAN IVERS ESQ [Attorney]
New Parties
If your party does not appear above, add the parties here.
Add Party
Type Name Contact Information
Edit Remove 1 Counter Plaintiff CONTEMPORARY CARS CONTEMPORARY CARS
Edit Remove 2 Counter Defendant GUILLERMO VALENTI GUILLERMO LORENTI
Back
Next

When the filer has completed adding or editing all necessary parties to the case, click the **Next** button. If you need to back to the Case Information page select the **Back** button or **Case Information** from the menu bar.

Documents – Trial Court

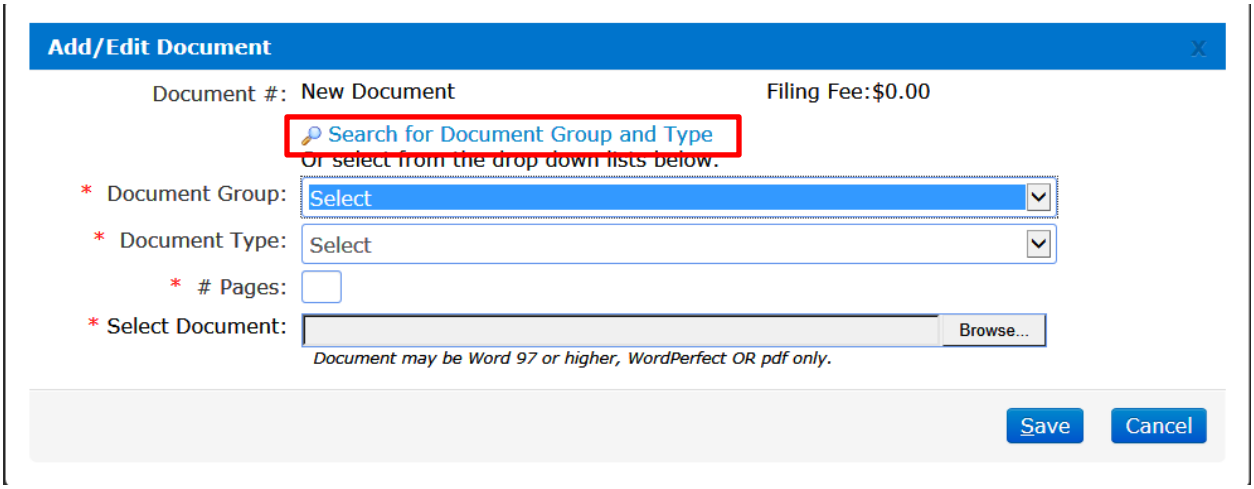
The Documents Page is next. Click Add Document to add a document to the case.


File Subsequent Document(s) into an existing Case
Court Type: Trial
County: Hillsborough
Division: Circuit Civil
Case #: 292013CA008044A001HC
Case Type: Other Negligence / Auto Negligence
Total Fee: $10.00
Case Information
Parties
Documents
Payments
Review And Submit
All required fields on this screen are marked with an asterisk (*). To attach a document click the Add Document link. After attaching your document, click SAVE, then click Add Document to add another document. Click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner). For more information, click the Help link.
If you are filing a document that contains confidential information, you must attach Notice of Confidential Information Within Court Filing as per Rule 2.420.Click Here to download Notice of Confidential Information Within Court Filing Form.
You can download adobe reader from here.
If you will be requesting a Fee Waiver, please submit the completed Fee Waiver Form on the Payments Screen, not as an added Document on this screen.
Add Document
Document Group Document Type Filing Fee
No Documents

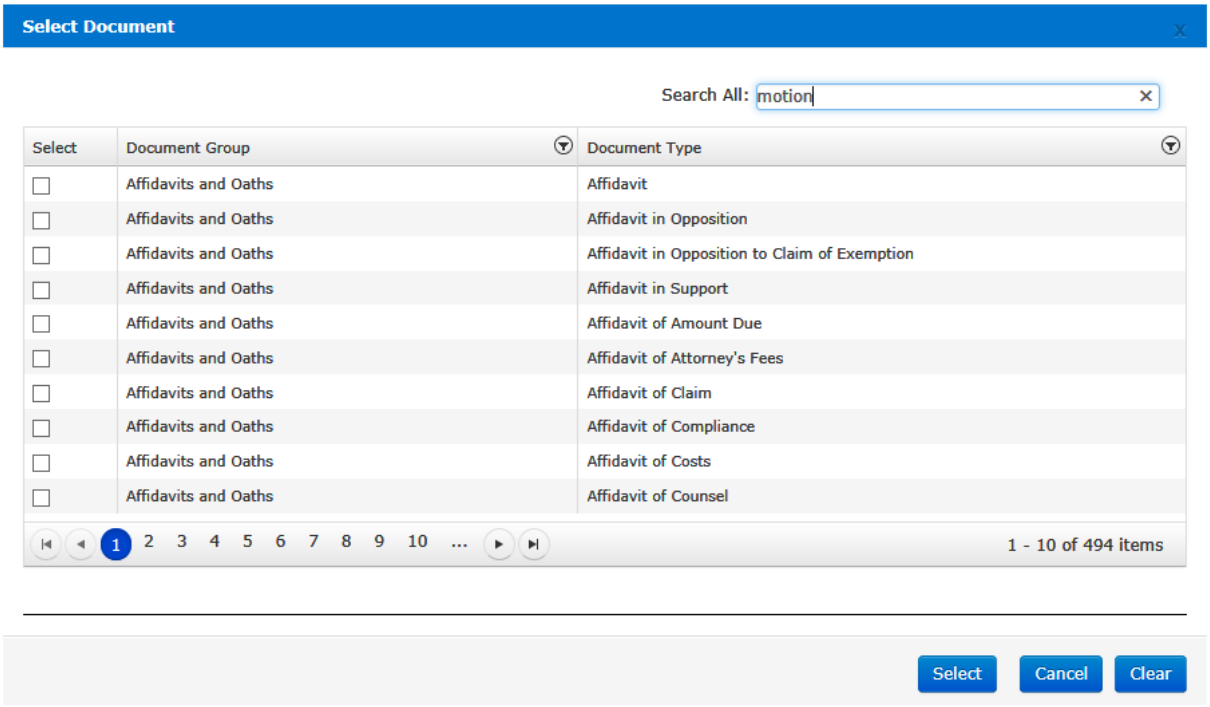
Note: On existing cases, there may or may not be a file, based on the type of document and the codes the clerk has set up.

Select the **Document Group**, **Document Type**, type in the **# Pages** and browse out to your computer where you have saved the computer generated document as a PDF file and select the document you wish to submit.

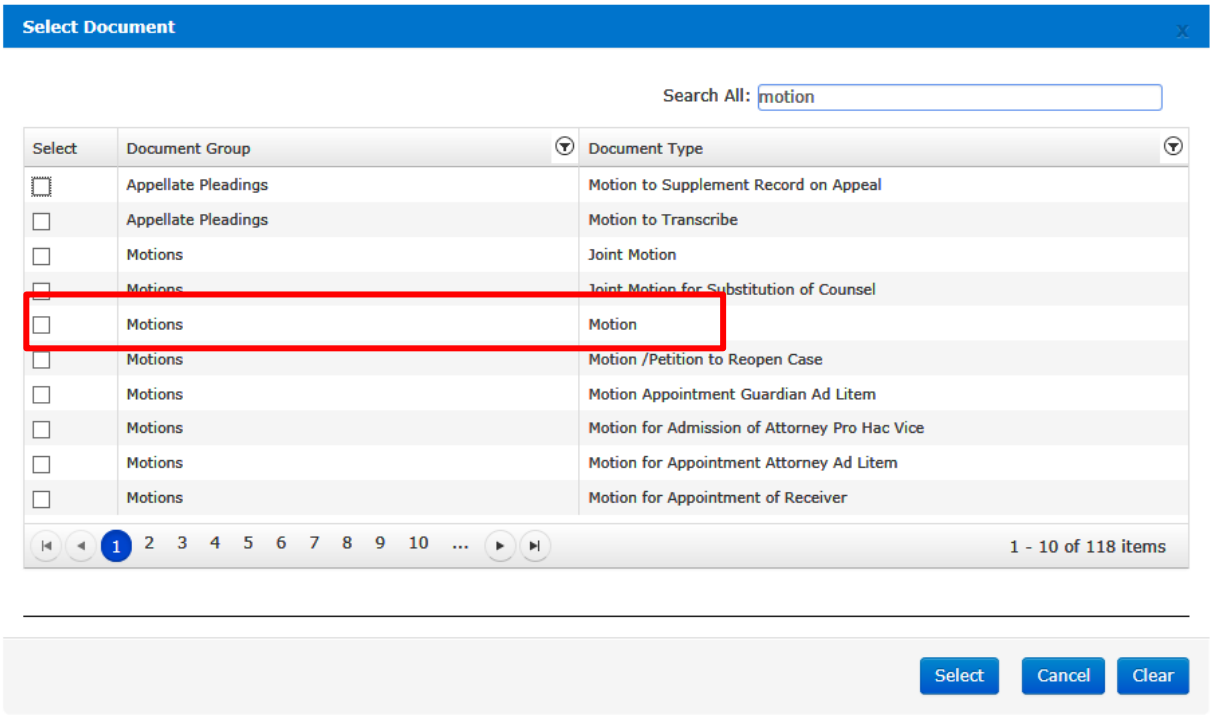
You may search for a document by selecting the **Search for Document Group and Type** link found as shown below or you may select a **Document Group** and **Document Type** from the dropdown lists which are established by the county staff. If the document group or type is not listed, select the document that most closely resembles the document you are going to file.



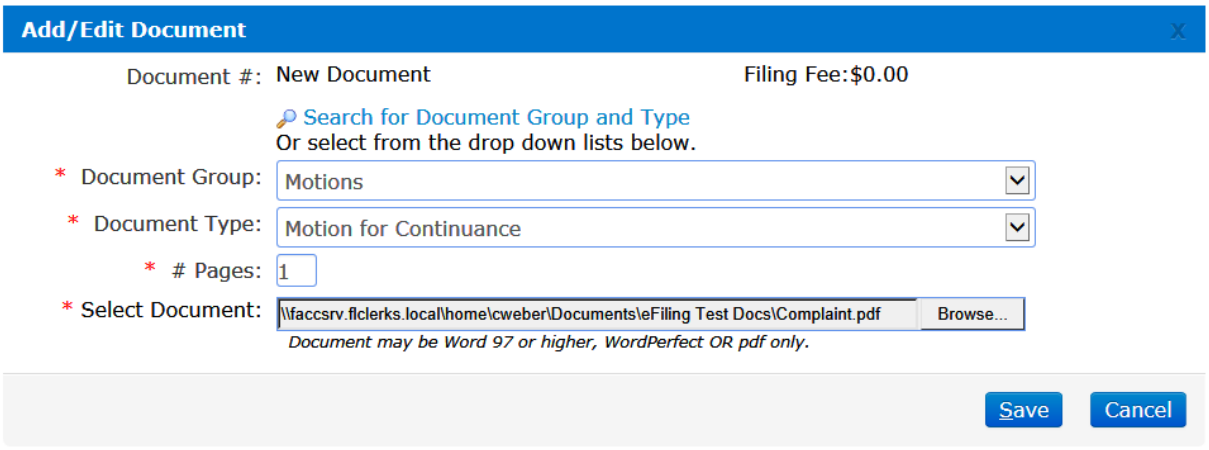
Searching for a Document
Type in a brief description of the document you are going to file and then enter.


Select Document
Search All: motion
Select
Document Group
Document Type
Affidavits and Oaths | Affidavit
Affidavits and Oaths | Affidavit in Opposition
Affidavits and Oaths | Affidavit in Opposition to Claim of Exemption
Affidavits and Oaths | Affidavit in Support
Affidavits and Oaths | Affidavit of Amount Due
Affidavits and Oaths | Affidavit of Attorney's Fees
Affidavits and Oaths | Affidavit of Claim
Affidavits and Oaths | Affidavit of Compliance
Affidavits and Oaths | Affidavit of Costs
Affidavits and Oaths | Affidavit of Counsel
1 2 3 4 5 6 7 8 9 10 ...
1 - 10 of 494 items
Select
Cancel
Clear

The Portal will then pull up all of the documents linked to that division and that case type based on the search criteria you entered and allow you to select the document that most closely resembles the document you wish to file.

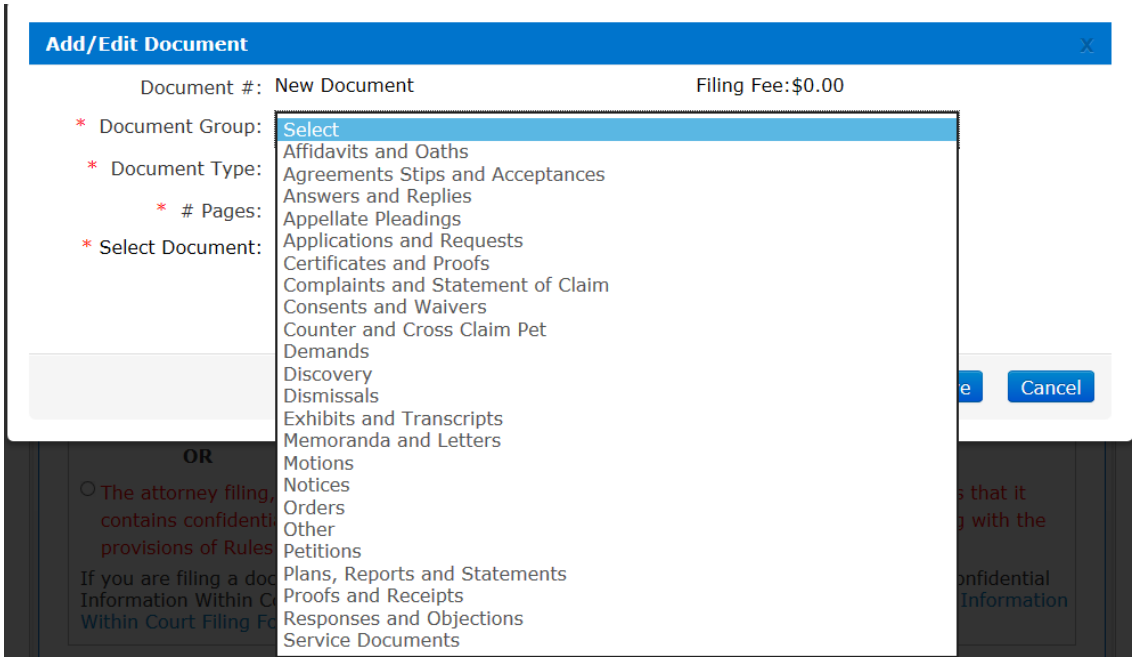


Place a check in the box under the Select column and then click on **Select**. Enter the number of pages in your document and then Browse out onto your computer where you have saved that PDF document and attach that document to this submission.

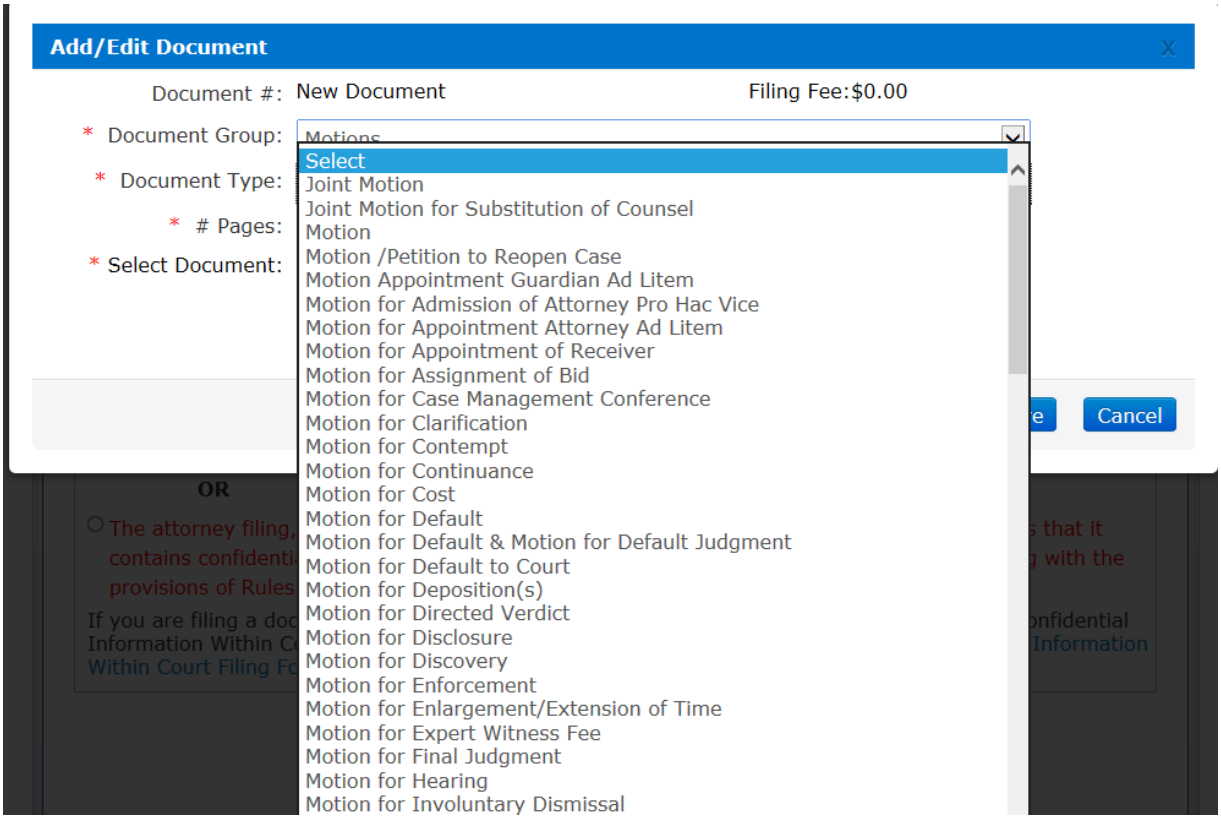

Add/Edit Document
Document #: New Document
Filing Fee:$0.00
Search for Document Group and Type
Or select from the drop down lists below.
* Document Group: Motions
* Document Type: Motion for Continuance
* # Pages: 1
* Select Document: \\faccsrv.flclerks.local\home\cweber\Documents\eFiling Test Docs\Complaint.pdf
Browse...
Document may be Word 97 or higher, WordPerfect OR pdf only.
Save
Cancel

Then click on Save and continue on through the remaining pages to submit your filings.
If you do not use the Search feature, select your documents based on the Document Group and the Document Type explained below.

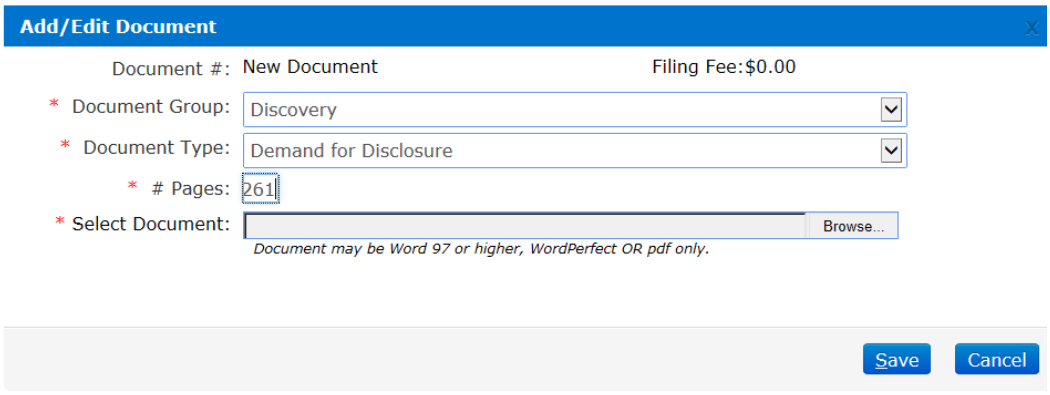
Document Group



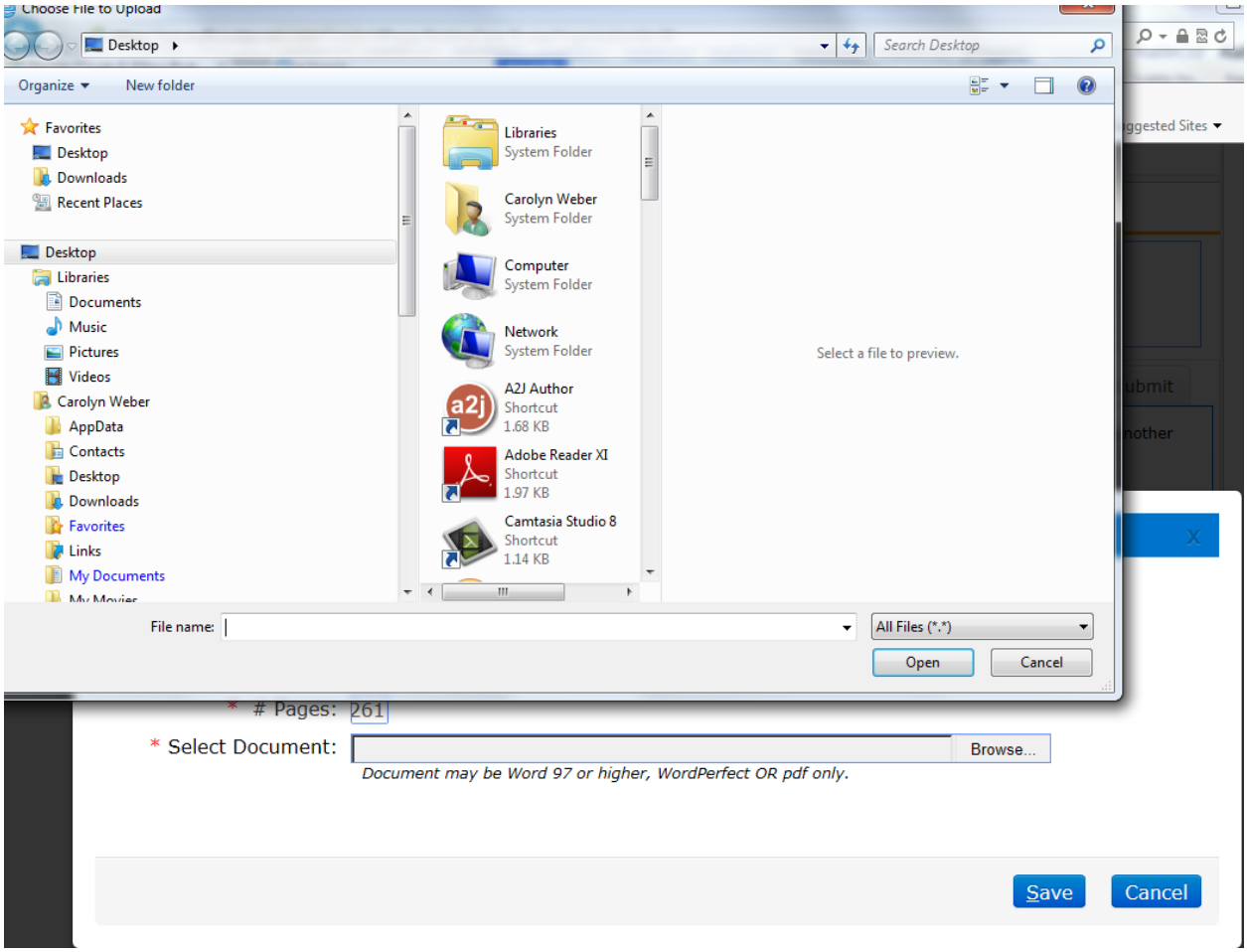
Document Type



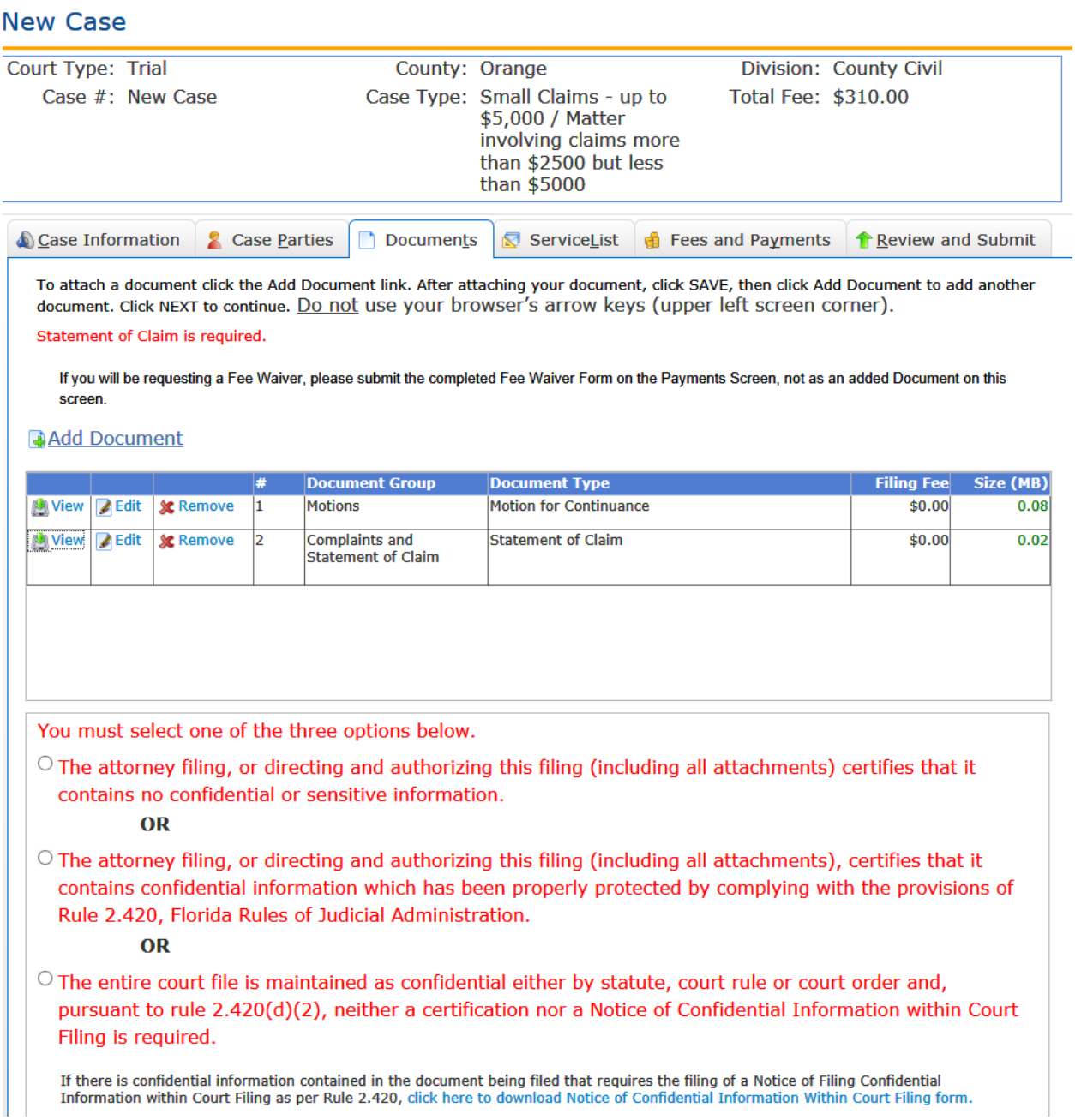
Type in length of document by typing in number of pages.



Browse out to your computer where you have saved the document and Select Document:

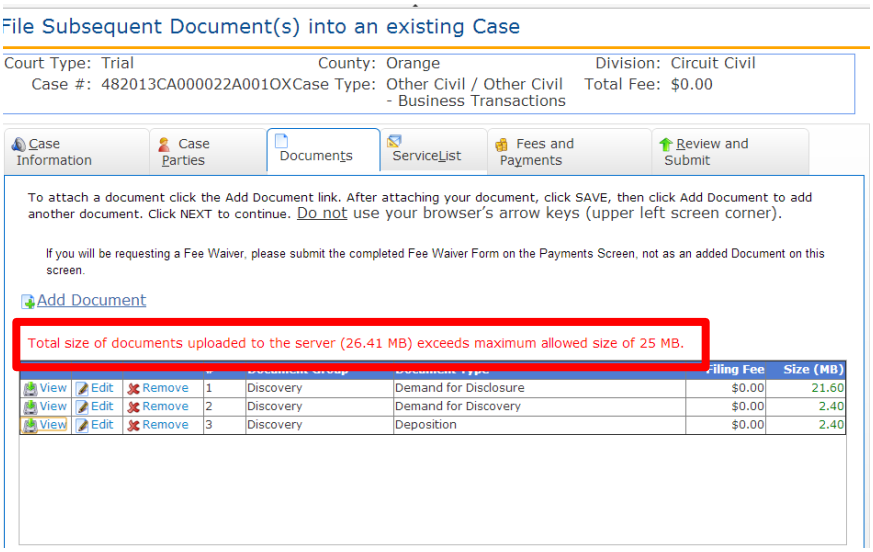


The documents will display in the list.

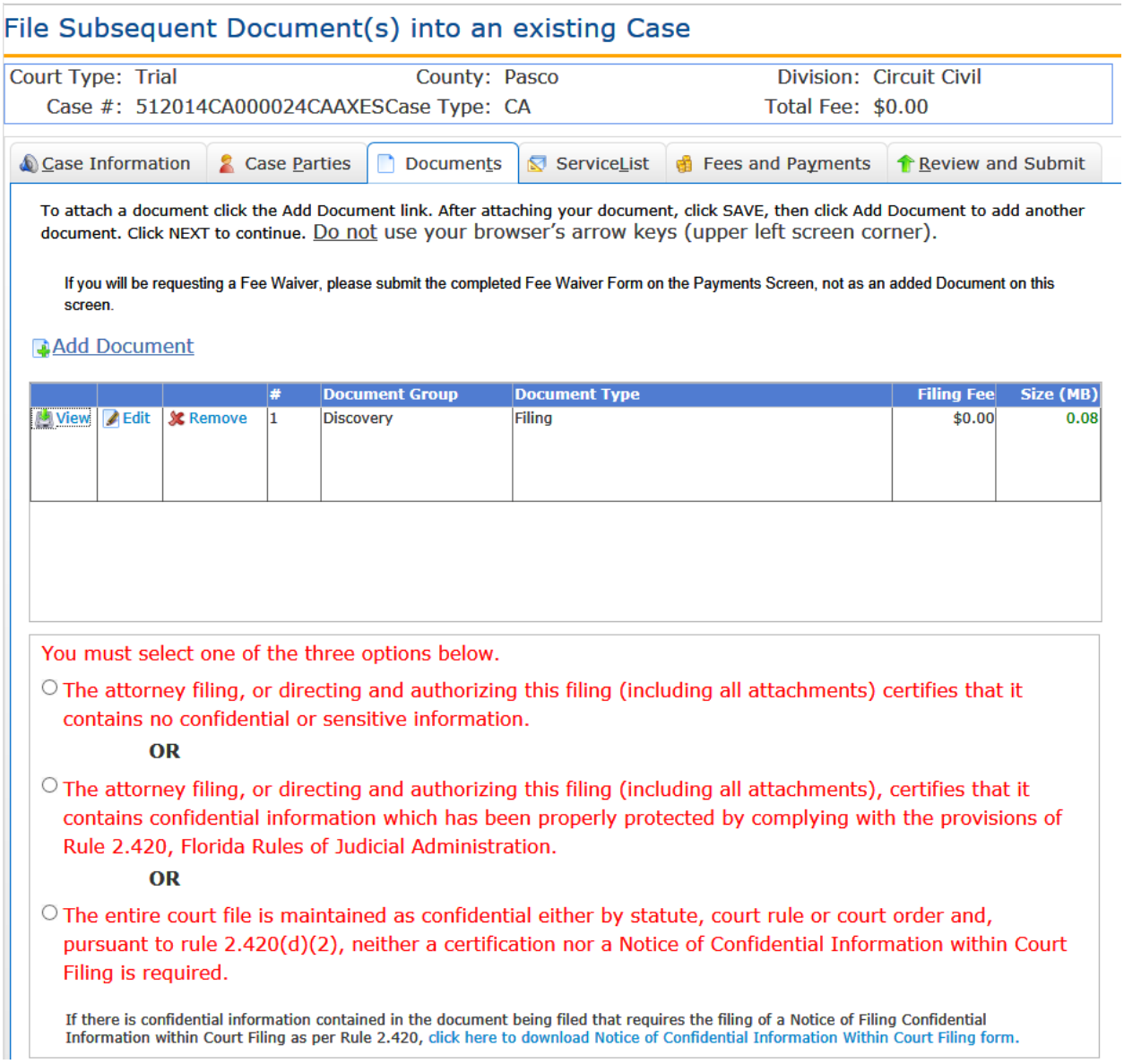

New Case
Court Type: Trial
County: Orange
Division: County Civil
Case #: New Case
Case Type: Small Claims - up to $5,000 / Matter involving claims more than $2500 but less than $5000
Total Fee: $310.00
Case Information
Case Parties
Documents
ServiceList
Fees and Payments
Review and Submit
To attach a document click the Add Document link. After attaching your document, click SAVE, then click Add Document to add another document. Click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner).
Statement of Claim is required.
If you will be requesting a Fee Waiver, please submit the completed Fee Waiver Form on the Payments Screen, not as an added Document on this screen.
Add Document
Document Group Document Type Filing Fee Size (MB)
View Edit Remove 1 Motions Motion for Continuance $0.00 0.08
View Edit Remove 2 Complaints and Statement of Claim Statement of Claim $0.00 0.02
You must select one of the three options below.
The attorney filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.
OR
The attorney filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.
OR
The entire court file is maintained as confidential either by statute, court rule or court order and, pursuant to rule 2.420(d)(2), neither a certification nor a Notice of Confidential Information within Court Filing is required.
If there is confidential information contained in the document being filed that requires the filing of a Notice of Filing Confidential Information within Court Filing as per Rule 2.420, click here to download Notice of Confidential Information Within Court Filing form.

The document page also allows the filer to **View, Edit** or **Remove** a document. Clicking **Add Document** again allows the filer to add another document to the case. The size of the document added also appears so the filer knows when they are approaching the submission size maximum of 25MB. When the size appears in the size column, your document has completely uploaded and you may continue.

The maximum submission size is 25MB. If you attach too many documents to the submission, and it exceeds the 25MB size limit, an error message will appear as shown below.

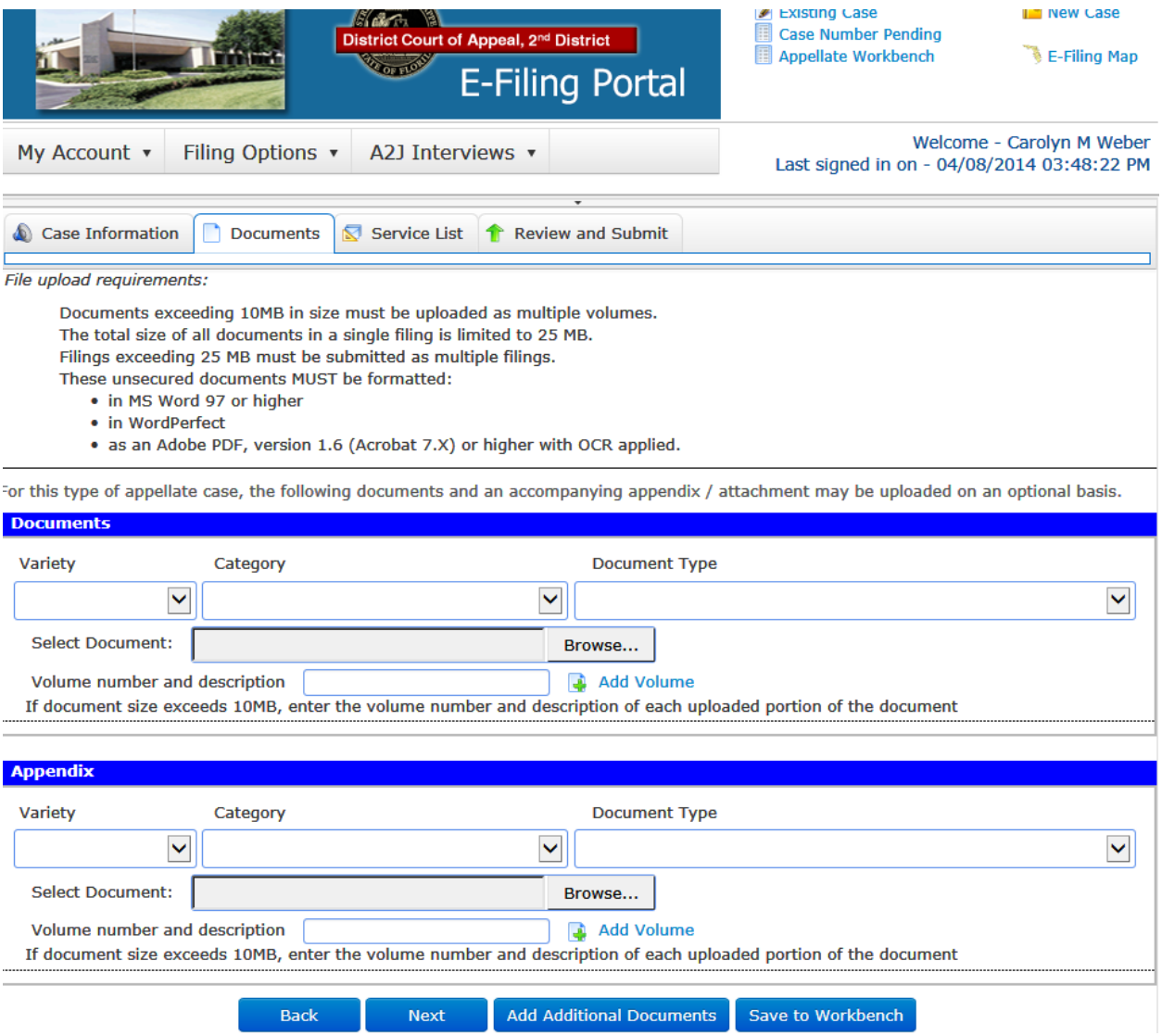

File Subsequent Document(s) into an existing Case
Court Type: Trial
County: Orange
Division: Circuit Civil
Case #: 482013CA000022A001OX
Case Type: Other Civil / Other Civil - Business Transactions
Total Fee: $0.00
Case Information
Case Parties
Documents
ServiceList
Fees and Payments
Review and Submit
To attach a document click the Add Document link. After attaching your document, click SAVE, then click Add Document to add another document. Click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner).
If you will be requesting a Fee Waiver, please submit the completed Fee Waiver Form on the Payments Screen, not as an added Document on this screen.
Add Document
Total size of documents uploaded to the server (26.41 MB) exceeds maximum allowed size of 25 MB.
Filing Fee
Size (MB)
View Edit Remove 1 Discovery Demand for Disclosure $0.00 21.60
View Edit Remove 2 Discovery Demand for Discovery $0.00 2.40
View Edit Remove 3 Discovery Deposition $0.00 2.40

When the filer has completed adding or editing all necessary document information, be sure to complete the Confidential Information section. For confidential documents, the filer must attach the Notice of Confidential Information within Court Filing or a Motion to Determine Confidentiality as per Rule 2.420. Then click the **Next** button to move on.


File Subsequent Document(s) into an existing Case
Court Type: Trial
County: Pasco
Division: Circuit Civil
Case #: 512014CA000024CAAXES
Case Type: CA
Total Fee: $0.00
Case Information
Case Parties
Documents
ServiceList
Fees and Payments
Review and Submit
To attach a document click the Add Document link. After attaching your document, click SAVE, then click Add Document to add another document. Click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner).
If you will be requesting a Fee Waiver, please submit the completed Fee Waiver Form on the Payments Screen, not as an added Document on this screen.
Add Document
View
Edit
Remove
1
Discovery
Filing
$0.00
0.08
You must select one of the three options below.
The attorney filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.
OR
The attorney filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.
OR
The entire court file is maintained as confidential either by statute, court rule or court order and, pursuant to rule 2.420(d)(2), neither a certification nor a Notice of Confidential Information within Court Filing is required.
If there is confidential information contained in the document being filed that requires the filing of a Notice of Filing Confidential Information within Court Filing as per Rule 2.420, click here to download Notice of Confidential Information Within Court Filing form.

Documents – Appellate Court

For the Appellate Court, to add your documents to the submission you must select the Variety, Category and Document Type.

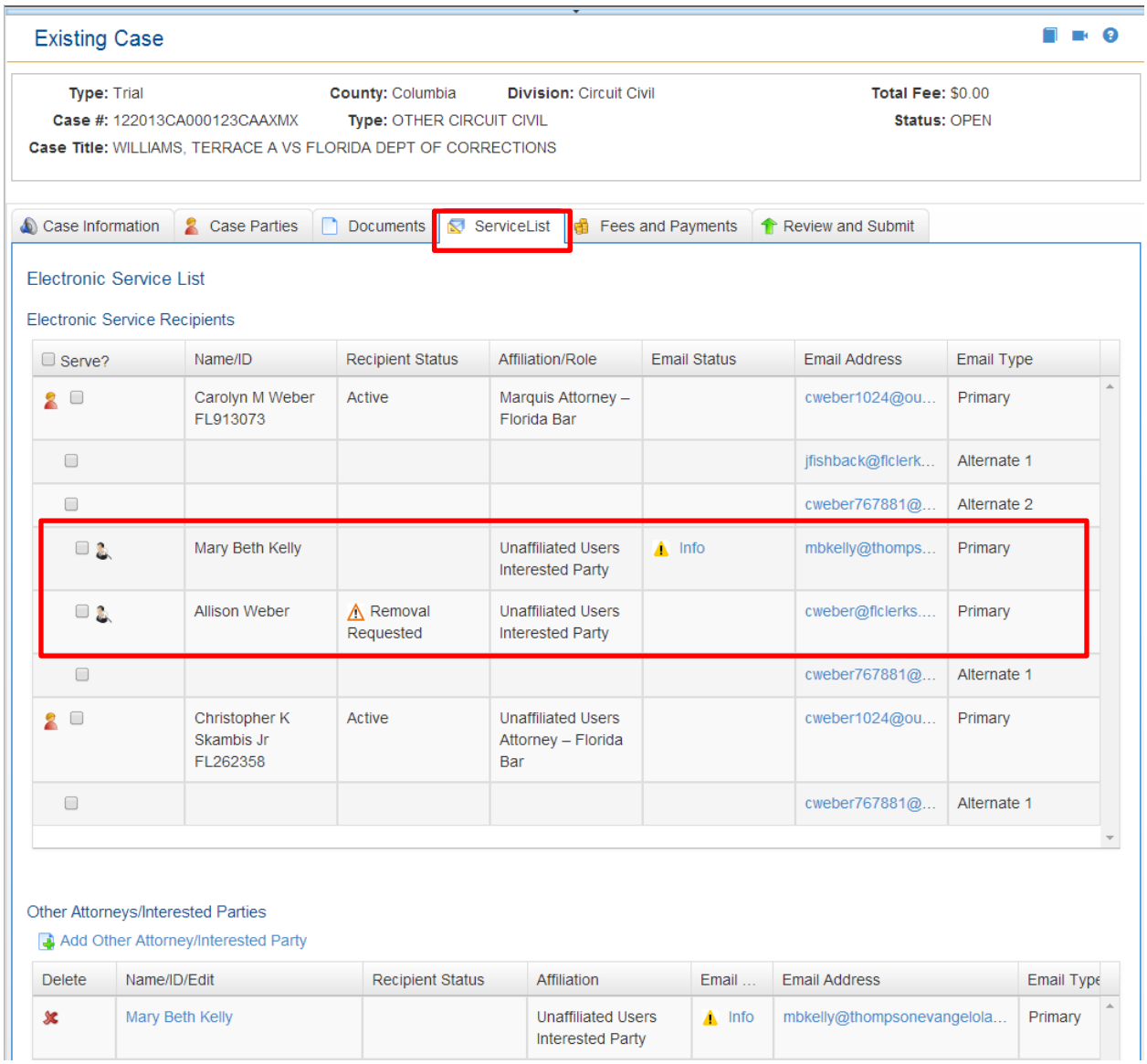

District Court of Appeal, 2nd District
E-Filing Portal
Existing Case
Case Number Pending
Appellate Workbench
New Case
E-Filing Map
My Account
Filing Options
A2J Interviews
Welcome - Carolyn M Weber
Last signed in on - 04/08/2014 03:48:22 PM
Case Information
Documents
Service List
Review and Submit
File upload requirements:
Documents exceeding 10MB in size must be uploaded as multiple volumes.
The total size of all documents in a single filing is limited to 25 MB.
Filings exceeding 25 MB must be submitted as multiple filings.
These unsecured documents MUST be formatted:
in MS Word 97 or higher
in WordPerfect
as an Adobe PDF, version 1.6 (Acrobat 7.X) or higher with OCR applied.
For this type of appellate case, the following documents and an accompanying appendix / attachment may be uploaded on an optional basis.
Documents
Variety
Category
Document Type
Select Document:
Browse...
Volume number and description
Add Volume
If document size exceeds 10MB, enter the volume number and description of each uploaded portion of the document
Appendix
Variety
Category
Document Type
Select Document:
Browse...
Volume number and description
Add Volume
If document size exceeds 10MB, enter the volume number and description of each uploaded portion of the document
Back
Next
Add Additional Documents
Save to Workbench

The documents are filed using the top blue box and the Appendix is filed using the second blue box. To add additional documents, select Add Additional Documents at the bottom of the page. This will allow you to file multiple documents to the case at the same time. Once you have uploaded all your documents and appendices, you may save the submission to your Workbench to complete at a later time or you may continue on to file your documents.

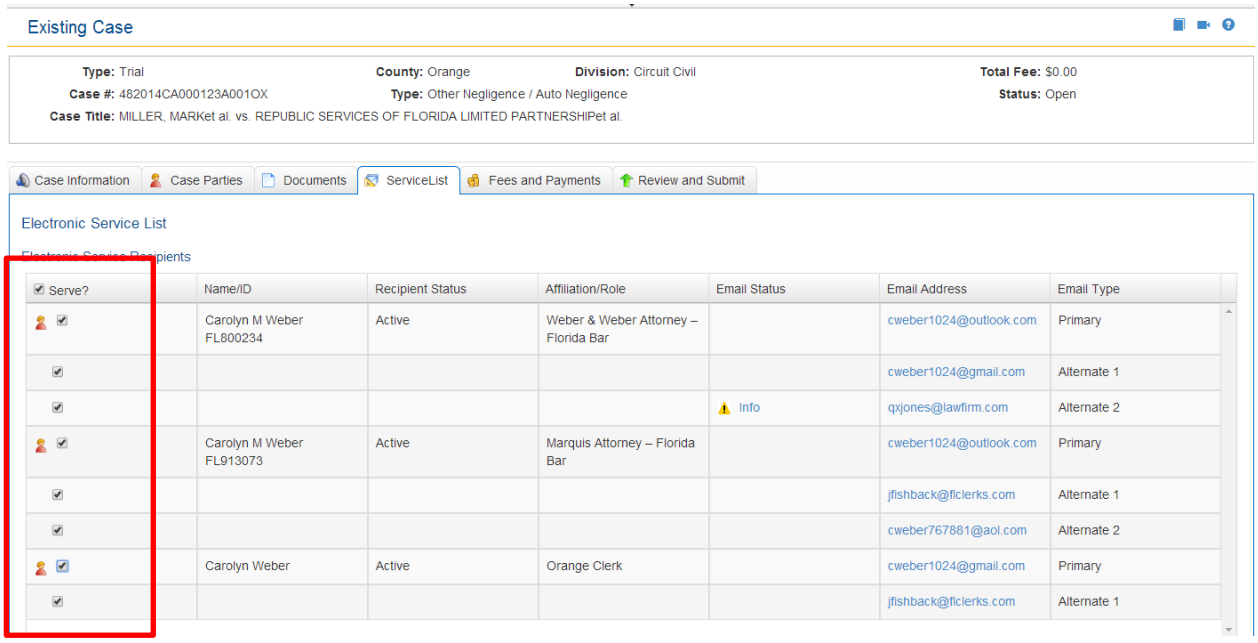
Service List

Next you see the **ServiceList** page. **You must select from the Service Recipient List the parties you wish to serve by placing a check in the box next to the Email Address. You may select the entire list by placing a check in the box next to 'Serve?' in the column header.** Add Other Attorney/Interested Parties that are not listed in the Service Recipient List on this page that you wish to provide E-service of the documents to as well as select or designate the email addresses to which you wish to receive E-service of documents filed in this case.

Any email address that has received a bounced back email will be flagged and should not be selected for E-service. Any person added to the E-service List that does not wish to receive E-service on this case and has requested removal will also be flagged and should not be selected for E-service.

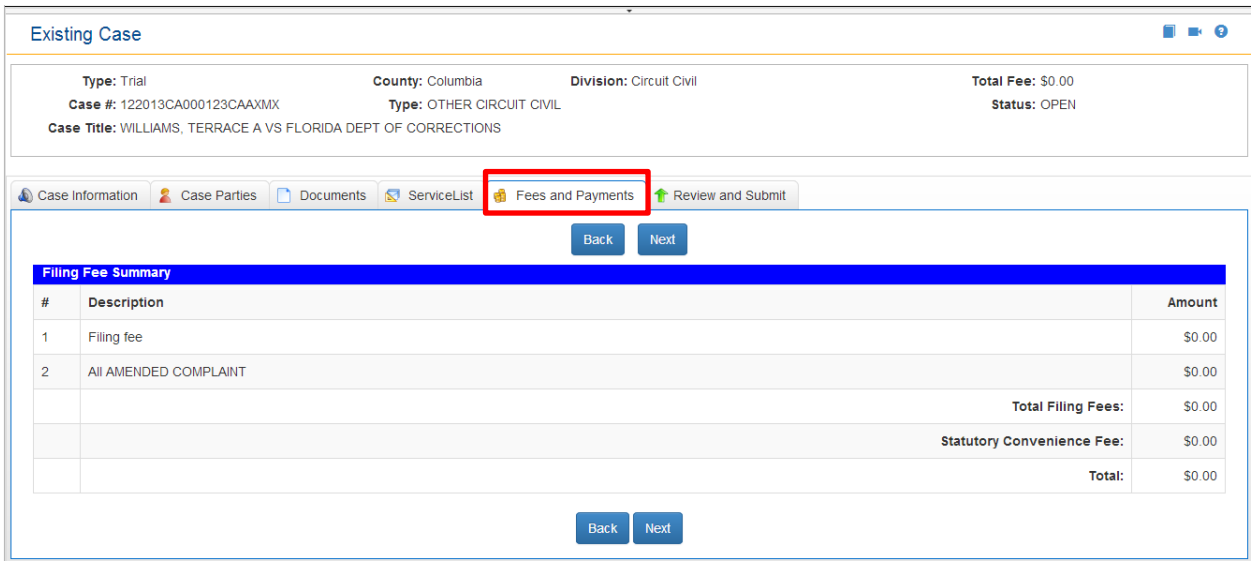


A valid E-service List will have checks in the box next to the Email Address you wish to serve as is shown below.



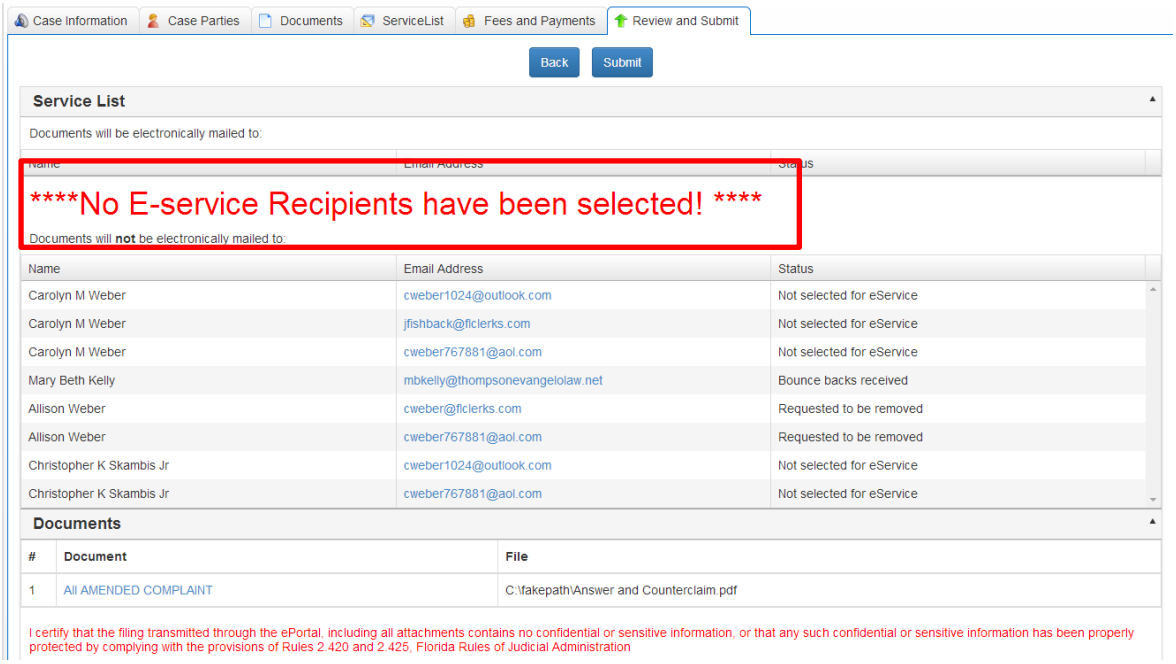
Fees and Payments

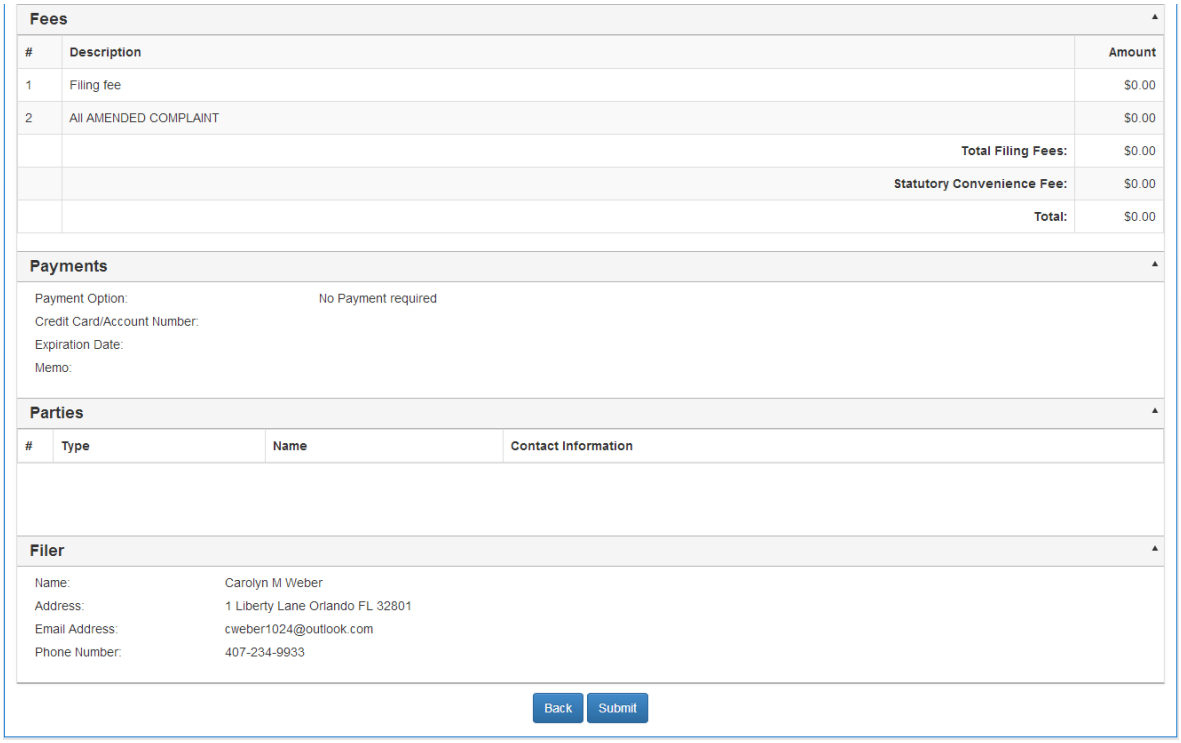
After the **ServiceList** page you are taken to the **Fees and Payments** Page. If there are no fees required, select **Next**. If you need to return to the ServiceList, click **Back**.



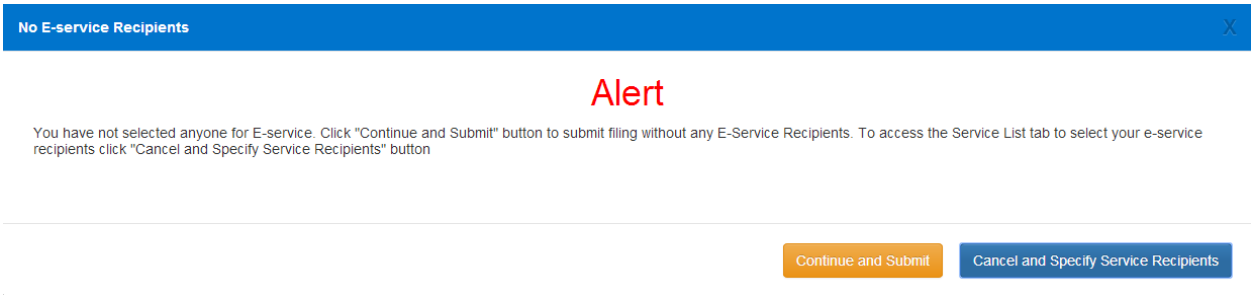
Review and Submit – Trial Court

Review all information carefully, clicking **Submit** is FINAL. If there are any edits or changes that need to be made, filer must click back to the **Case Information**, **Case Parties**, **Documents**, **ServiceList,** and/or **Fees and Payments** tab(s) to make the changes and re-save the information. If no one has been selected for E-service on the ServiceList page, a notice to that affect will appear in the ServiceList section of the Review and Submit page. To add to the E-service List go back to the ServiceList page. Once any edits to information have been made, Click **Submit.**



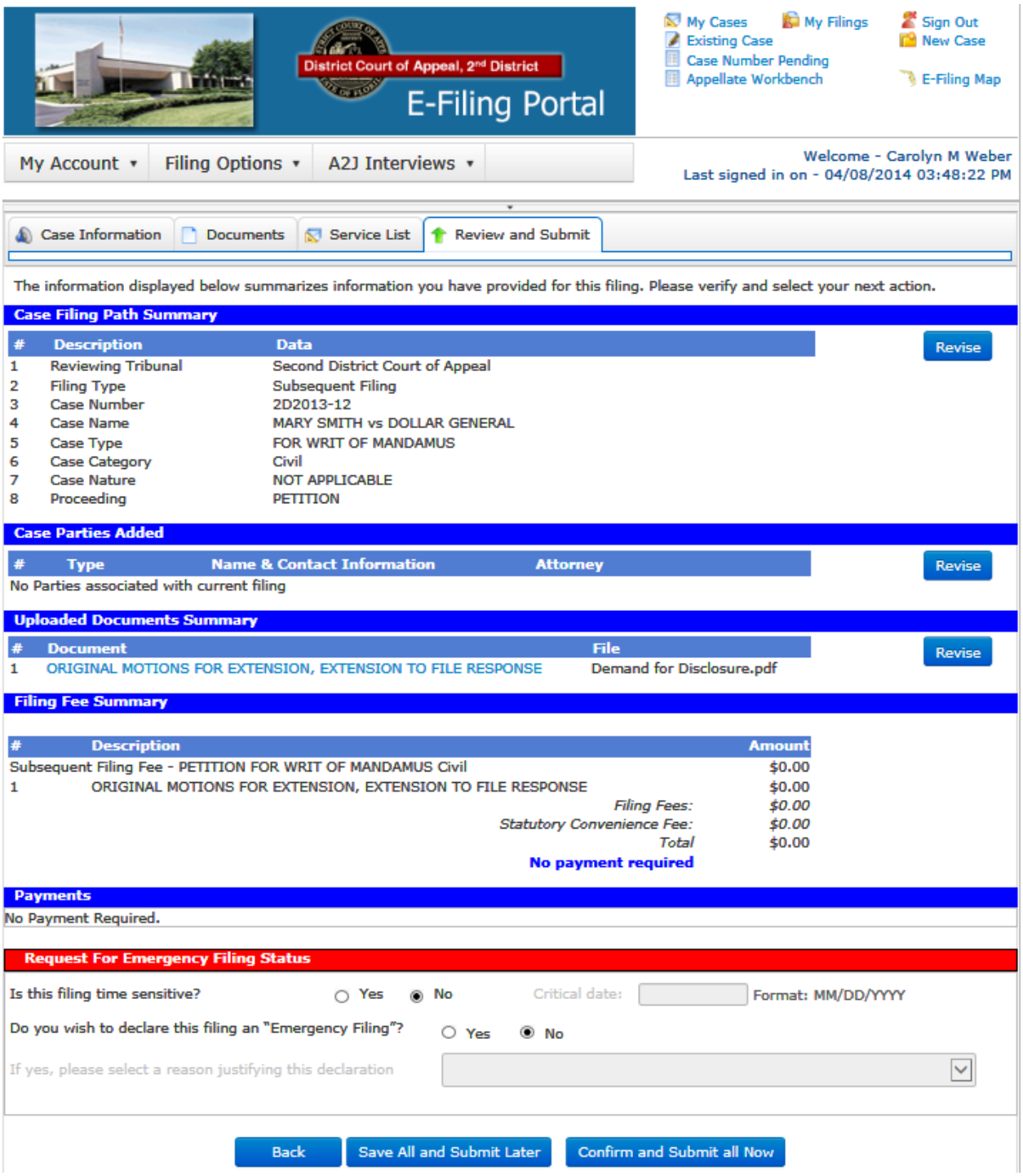


If no E-service Recipients have been selected from the ServiceList page, an alert will appear advising you of the deficiency and allow you to add E-service Recipients or continue the filing process.


No E-service Recipients
Alert
You have not selected anyone for E-service. Click "Continue and Submit" button to submit filing without any E-Service Recipients. To access the Service List tab to select your e-service recipients click "Cancel and Specify Service Recipients" button
Continue and Submit
Cancel and Specify Service Recipients

Review and Submit – Appellate Court

Review all information carefully, clicking **Submit** is FINAL. If there are any edits or changes that need to be made, they will appear in red and the Filer may use the Revise button to correct the error. Once any edits to information have been made, Click **Submit.**


District Court of Appeal, 2nd District
E-Filing Portal
My Cases
My Filings
Sign Out
Existing Case
New Case
Case Number Pending
Appellate Workbench
E-Filing Map
My Account
Filing Options
A2J Interviews
Welcome - Carolyn M Weber
Last signed in on - 04/08/2014 03:48:22 PM
Case Information
Documents
Service List
Review and Submit
The information displayed below summarizes information you have provided for this filing. Please verify and select your next action.
Case Filing Path Summary
Description Data
1 Reviewing Tribunal Second District Court of Appeal
2 Filing Type Subsequent Filing
3 Case Number 2D2013-12
4 Case Name MARY SMITH vs DOLLAR GENERAL
5 Case Type FOR WRIT OF MANDAMUS
6 Case Category Civil
7 Case Nature NOT APPLICABLE
8 Proceeding PETITION
Revise
Case Parties Added
Type Name & Contact Information Attorney
No Parties associated with current filing
Revise
Uploaded Documents Summary
Document File
1 ORIGINAL MOTIONS FOR EXTENSION, EXTENSION TO FILE RESPONSE Demand for Disclosure.pdf
Revise
Filing Fee Summary
Description Amount
Subsequent Filing Fee - PETITION FOR WRIT OF MANDAMUS Civil $0.00
1 ORIGINAL MOTIONS FOR EXTENSION, EXTENSION TO FILE RESPONSE $0.00
Filing Fees: $0.00
Statutory Convenience Fee: $0.00
Total $0.00
No payment required
Payments
No Payment Required.
Request For Emergency Filing Status
Is this filing time sensitive? Yes No Critical date: Format: MM/DD/YYYY
Do you wish to declare this filing an "Emergency Filing"? Yes No
If yes, please select a reason justifying this declaration
Back
Save All and Submit Later
Confirm and Submit all Now

User is taken to the **Filing Received Confirmation** page and received a Filing Confirmation email upon successful filing.

Filing Received Confirmation

2 documents are successfully submitted for filing to Trial Court for Orange County, Florida Circuit Civil Division
Uniform Case # you have provided is 482013CA000022A001OX
Clerk Case # you have provided is 2013-CA-000022-O
Reference # for this filing is 86320

Important: If you should contact the court about any document in this filing, please provide this Filing # to help us locate this filing.

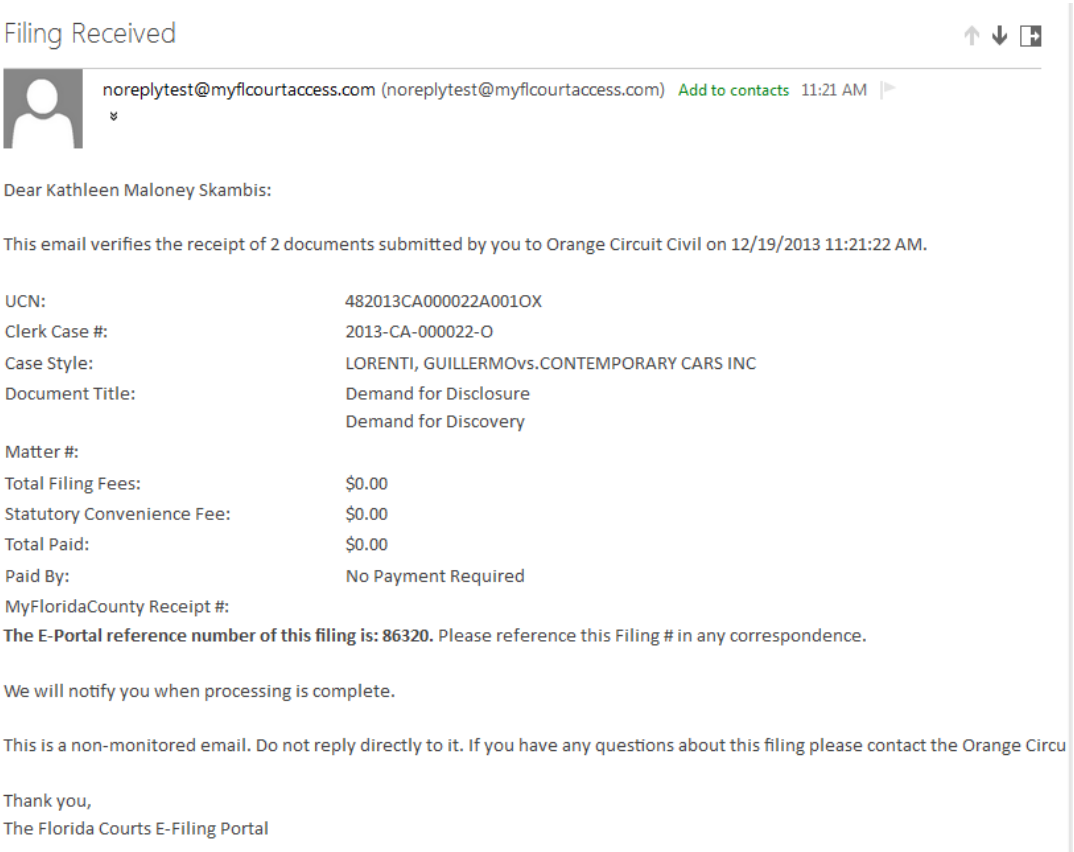
You may want to print this page for your records. Print

Recent Filings

Refresh

Filing #	UCN	Clerk Case #	Status	County	Division	Submission Date	Completion Date/Remarks
86320	482013CA000022A001OX	2013-CA-000022-O	Pending Review	Orange	Circuit Civil	12/19/2013 11:21:22 AM	
86212	482013CA000023A001OX	2013-CA-000023-O	Pending Review	Orange	Circuit Civil	12/19/2013 08:14:13 AM	

And a Filing Confirmation email is sent to the email addresses on the user's profile.



Filing Received

noreplytest@myflcourtaccess.com (noreplytest@myflcourtaccess.com) Add to contacts 11:21 AM

Dear Kathleen Maloney Skambis:

This email verifies the receipt of 2 documents submitted by you to Orange Circuit Civil on 12/19/2013 11:21:22 AM.

UCN:	482013CA000022A001OX
Clerk Case #:	2013-CA-000022-O
Case Style:	LORENTI, GUILLERMOvs.CONTEMPORARY CARS INC
Document Title:	Demand for Disclosure Demand for Discovery
Matter #:	
Total Filing Fees:	$0.00
Statutory Convenience Fee:	$0.00
Total Paid:	$0.00
Paid By:	No Payment Required
MyFloridaCounty Receipt #:	

The E-Portal reference number of this filing is: 86320. Please reference this Filing # in any correspondence.

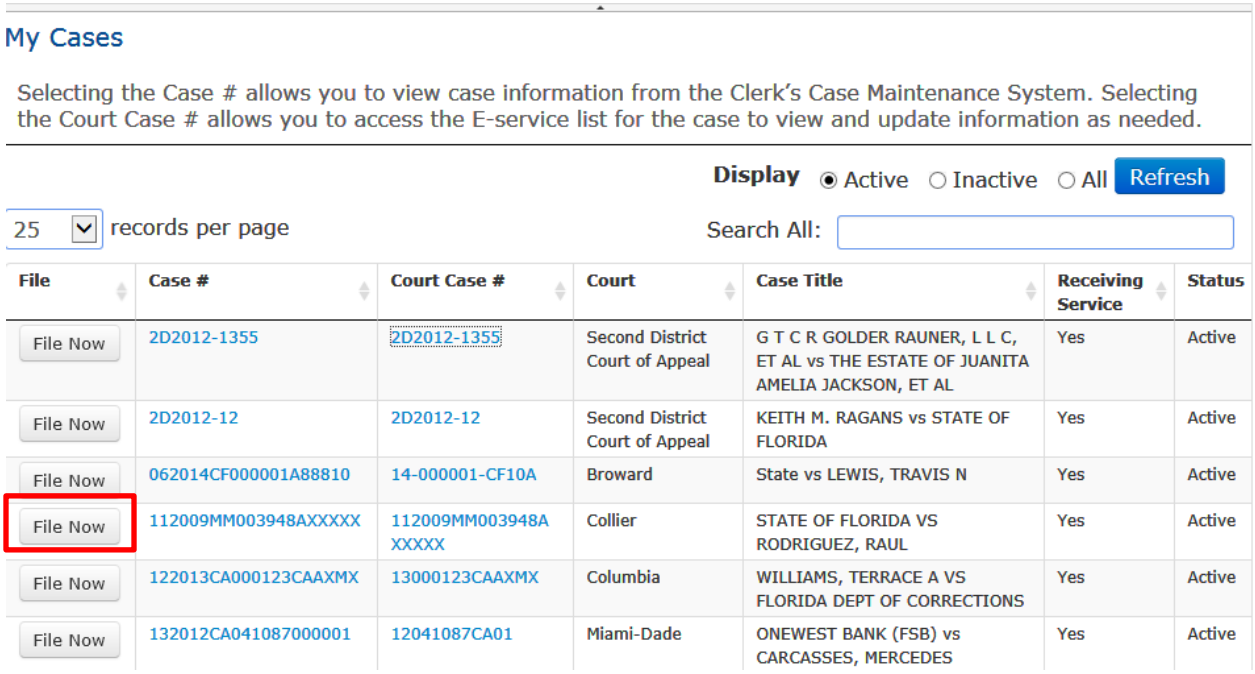
We will notify you when processing is complete.

This is a non-monitored email. Do not reply directly to it. If you have any questions about this filing please contact the Orange Circu

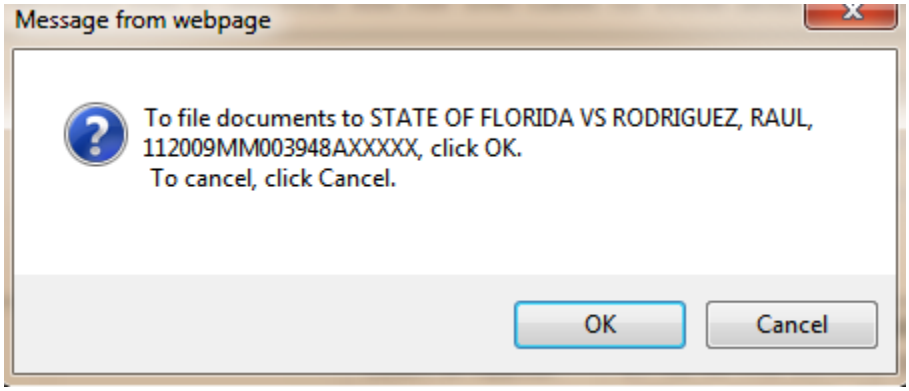
Thank you,
The Florida Courts E-Filing Portal

Filing to an Existing Case from the My Cases Page

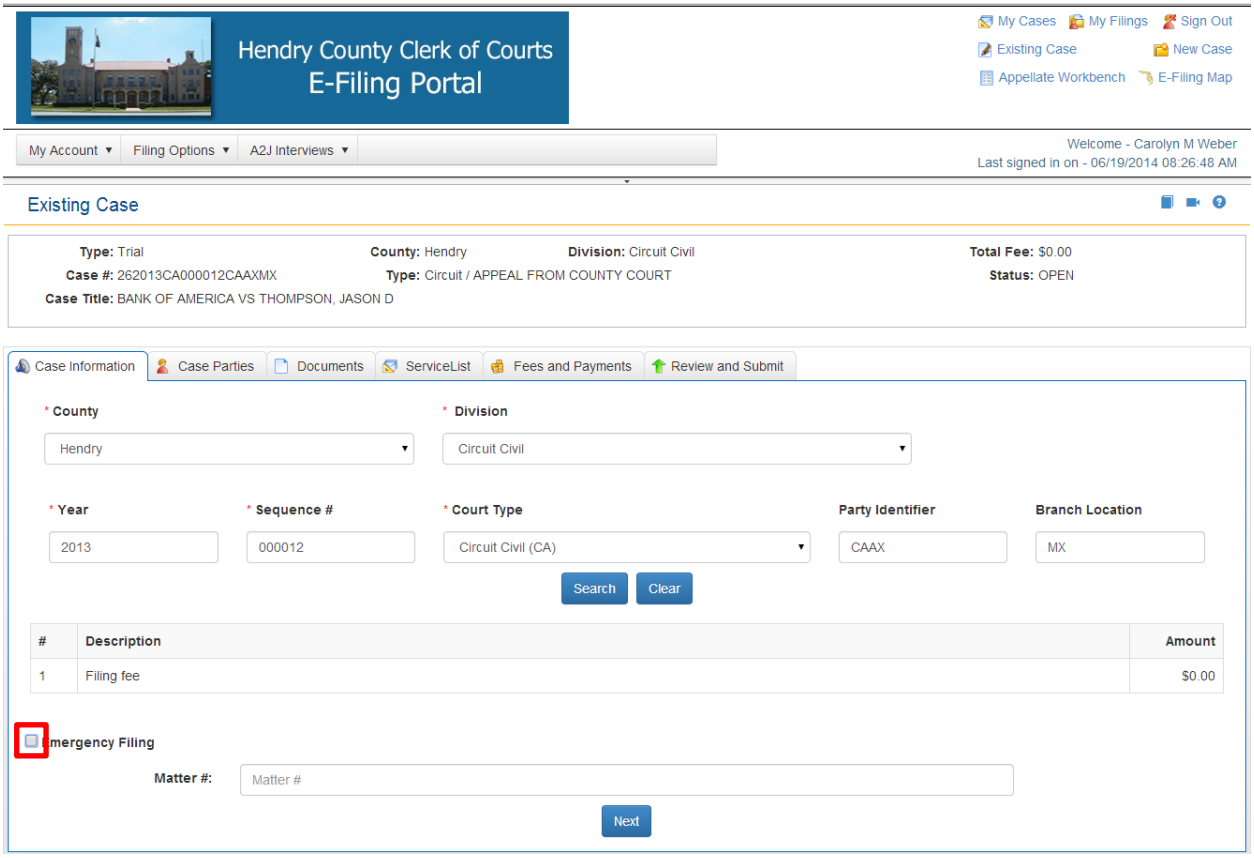
Once you have filed electronically to a case, the case will be added to your My Cases page. If you want to file to that case again, go to the My Cases page and click the File Now button next to the case you wish to file to.



You will receive a message to verify that you wish to file to the case. Click OK to continue.


Message from webpage
To file documents to STATE OF FLORIDA VS RODRIGUEZ, RAUL, 112009MM003948AXXXXX, click OK.
To cancel, click Cancel.
OK
Cancel

The Portal will retrieve the case information from the county's Case Management System and take you to the bottom of the Case Information page in the Portal where you will continue on filing your submission.



Select “Emergency Filing” if in fact it is a true emergency and provide a Matter number if you wish to do so. Then click on Next to continue the filing process and submit your documents.

New Case

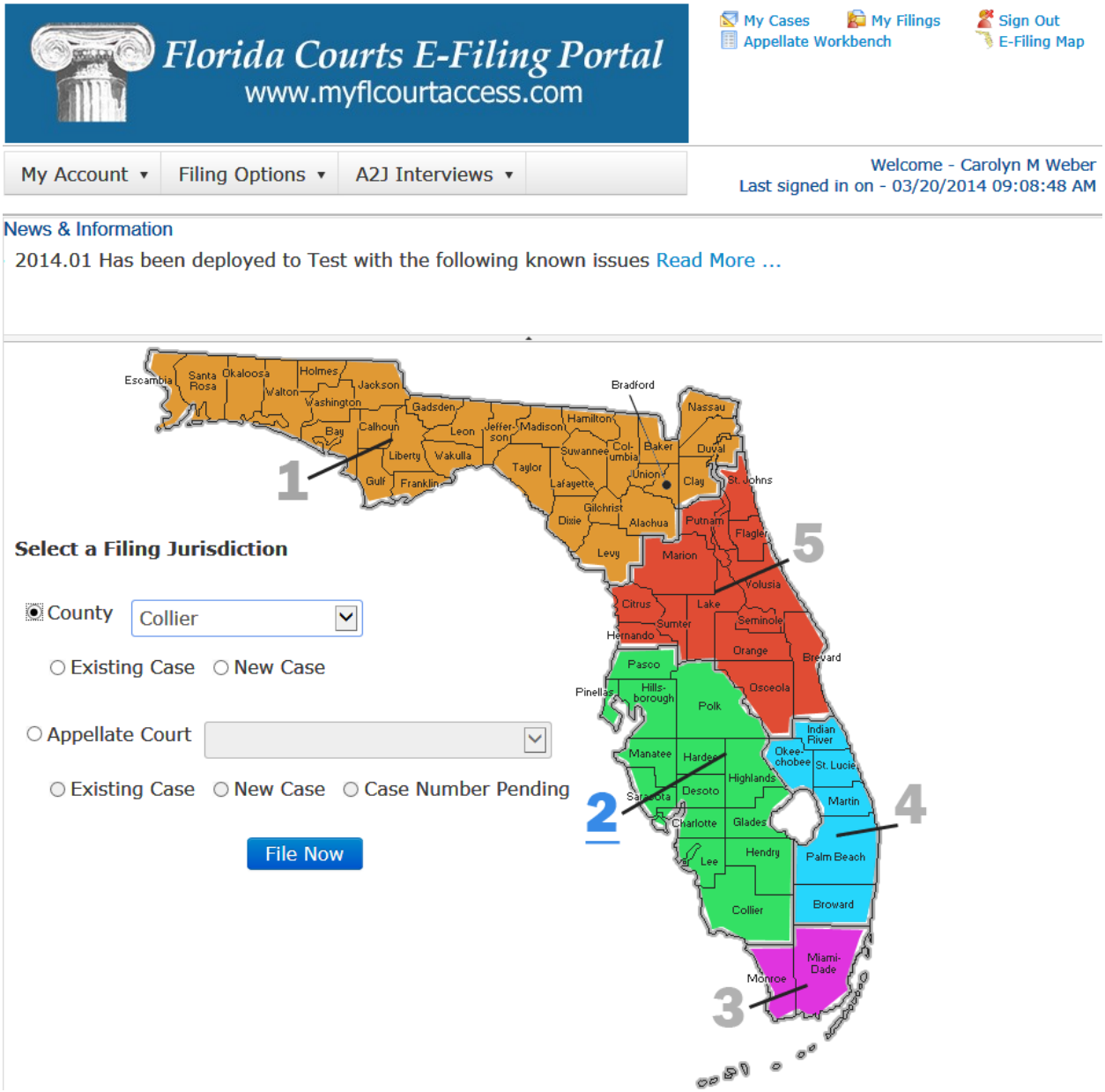
Filing to Create a New Case

If you are creating a new case with the Clerk, you begin your filing from the Jurisdictional Map.

Process

Trial Court: Select County or click on the county in the map
Appellate Court: Select the District number for a District Court of Appeal or use the drop down list which includes the Florida Supreme Court.

Choose the **New Case** Link when filing a new case.



The filer is taken to the **Case Information** page.

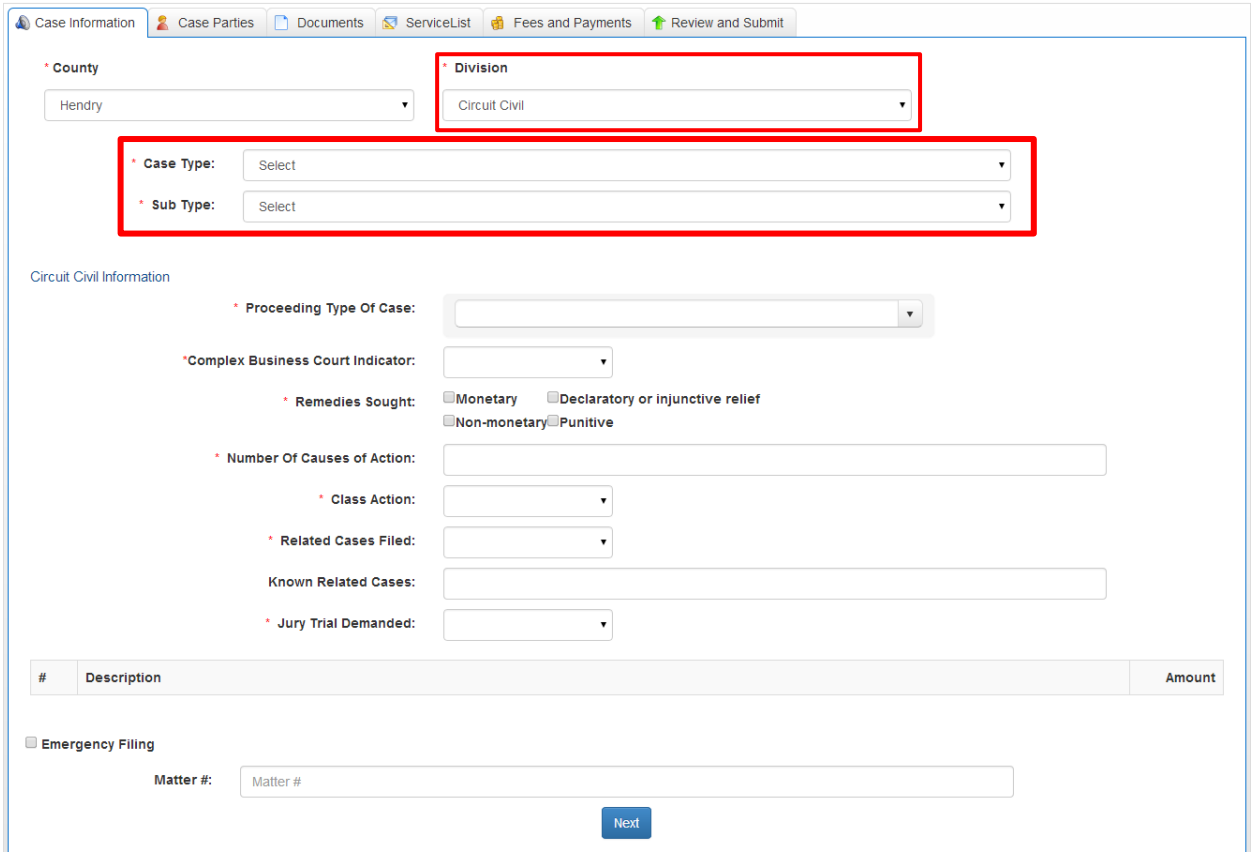
Adding Case Information – Trial Court

Filers can enter new case information. When the case information is reviewed by the county staff a case number will be assigned. The Filer will receive a confirmation email regarding the filing and the new case number will be recorded in the email. Once the case number is assigned the My Filings list will be populated with the case number in place of the 'new case' text.

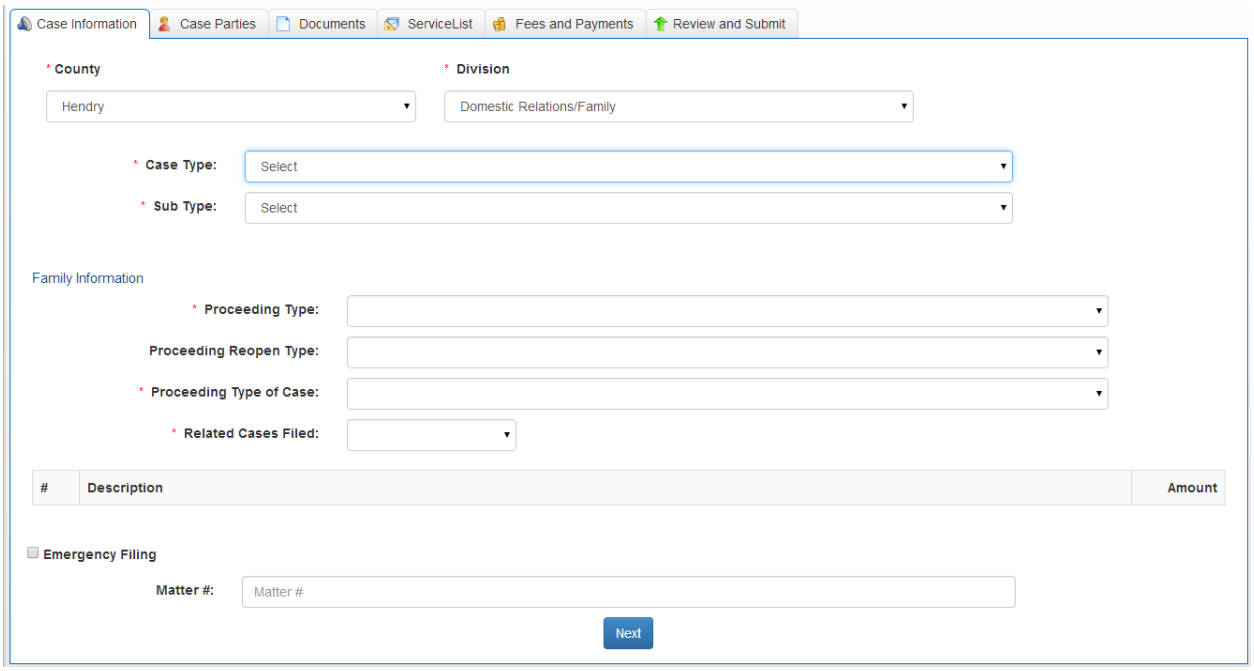
From the available drop down menus select the following:

- **Division**
- **Case Type**
- **Sub Type**

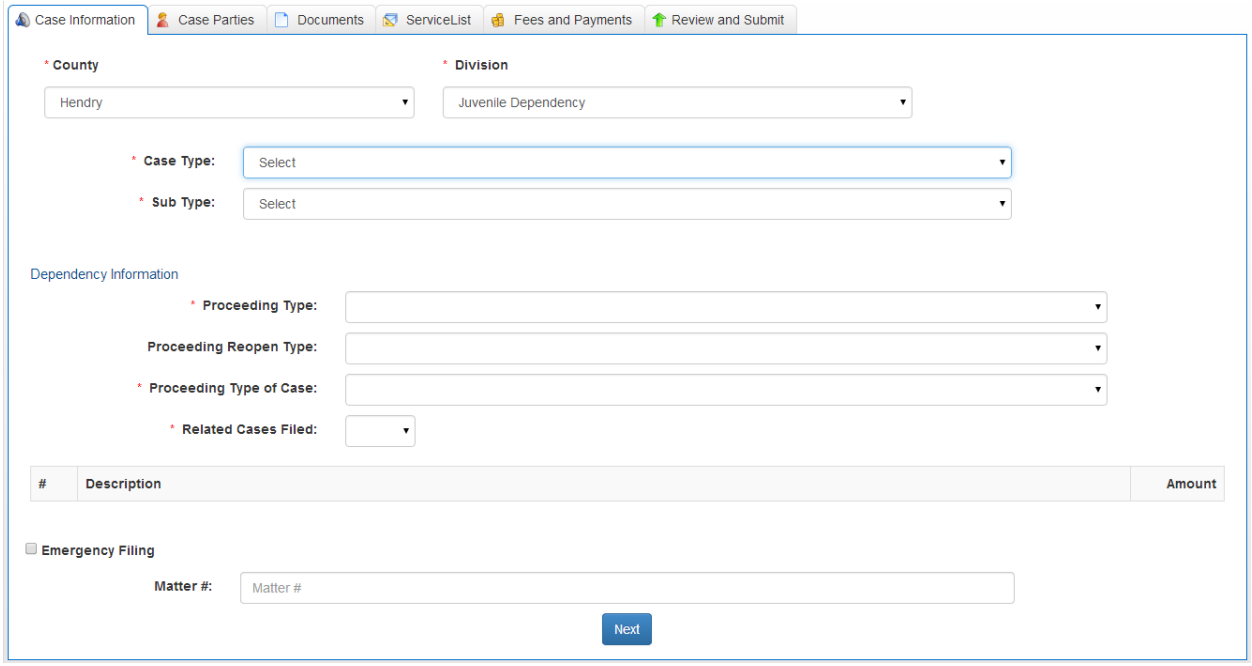
Required data elements put forth by the Florida Courts Technology Committee (FCTC) are required for all divisions. These data element vary from one division to another.
Civil:



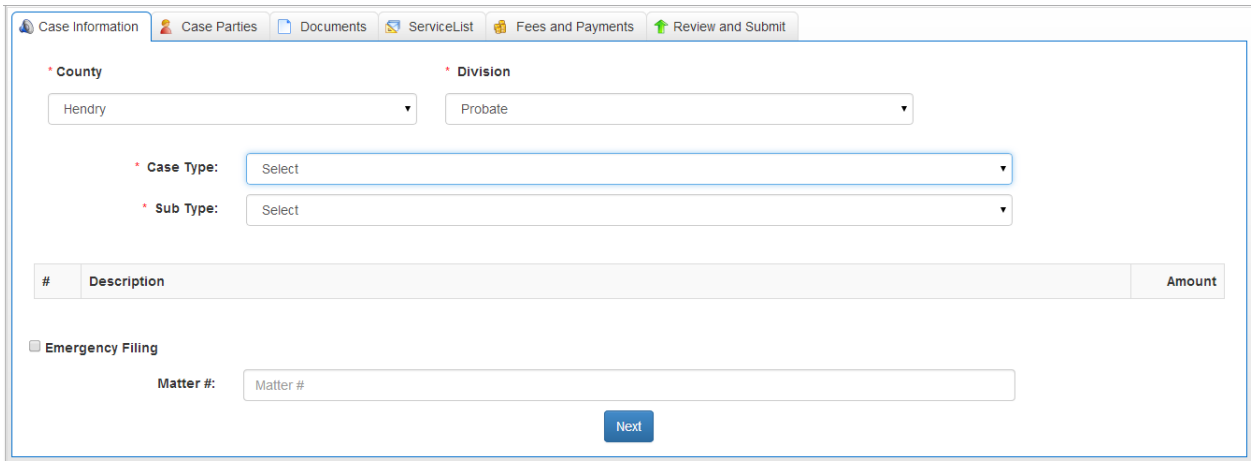
Family:



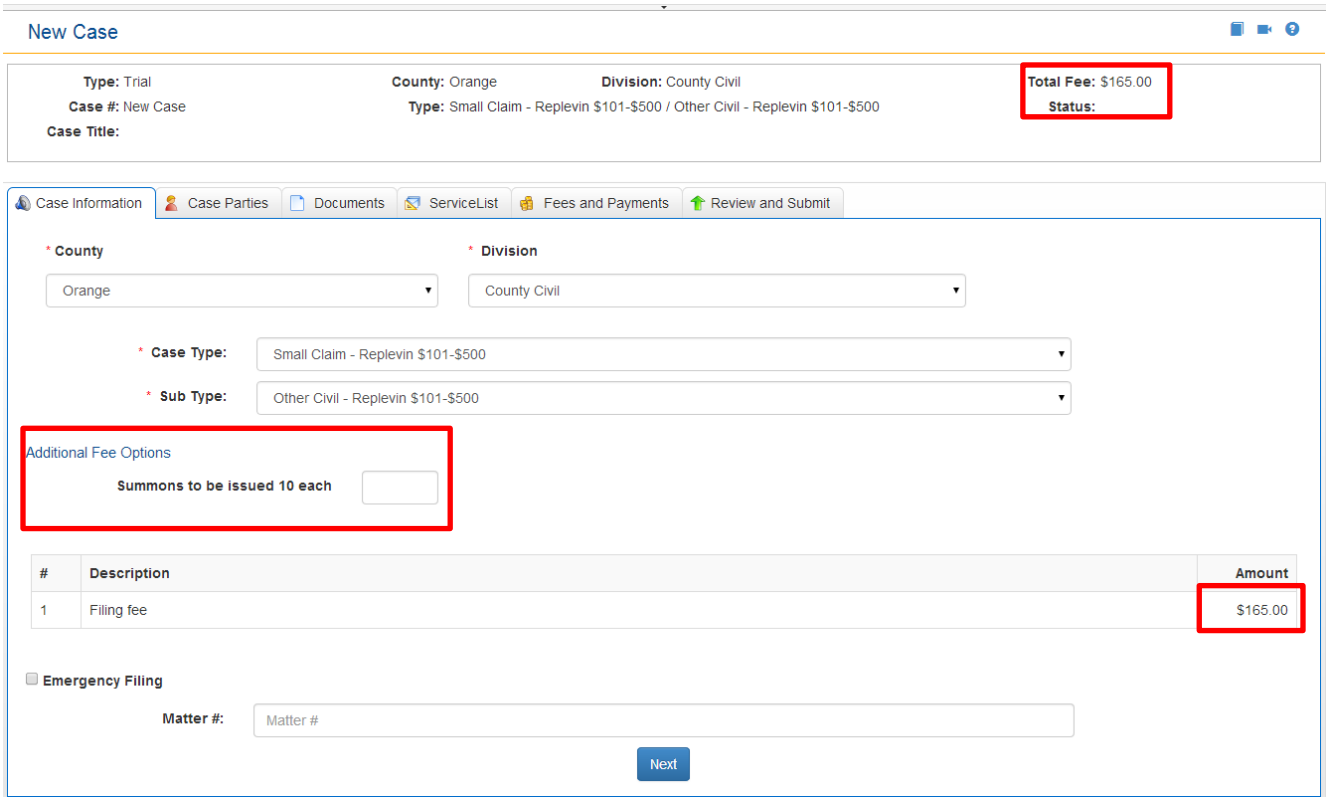
Juvenile Dependency:



Probate


Case Information
Case Parties
Documents
ServiceList
Fees and Payments
Review and Submit
* County
Hendry
* Division
Probate
* Case Type:
Select
* Sub Type:
Select
#
Description
Amount
Emergency Filing
Matter #:
Matter #
Next

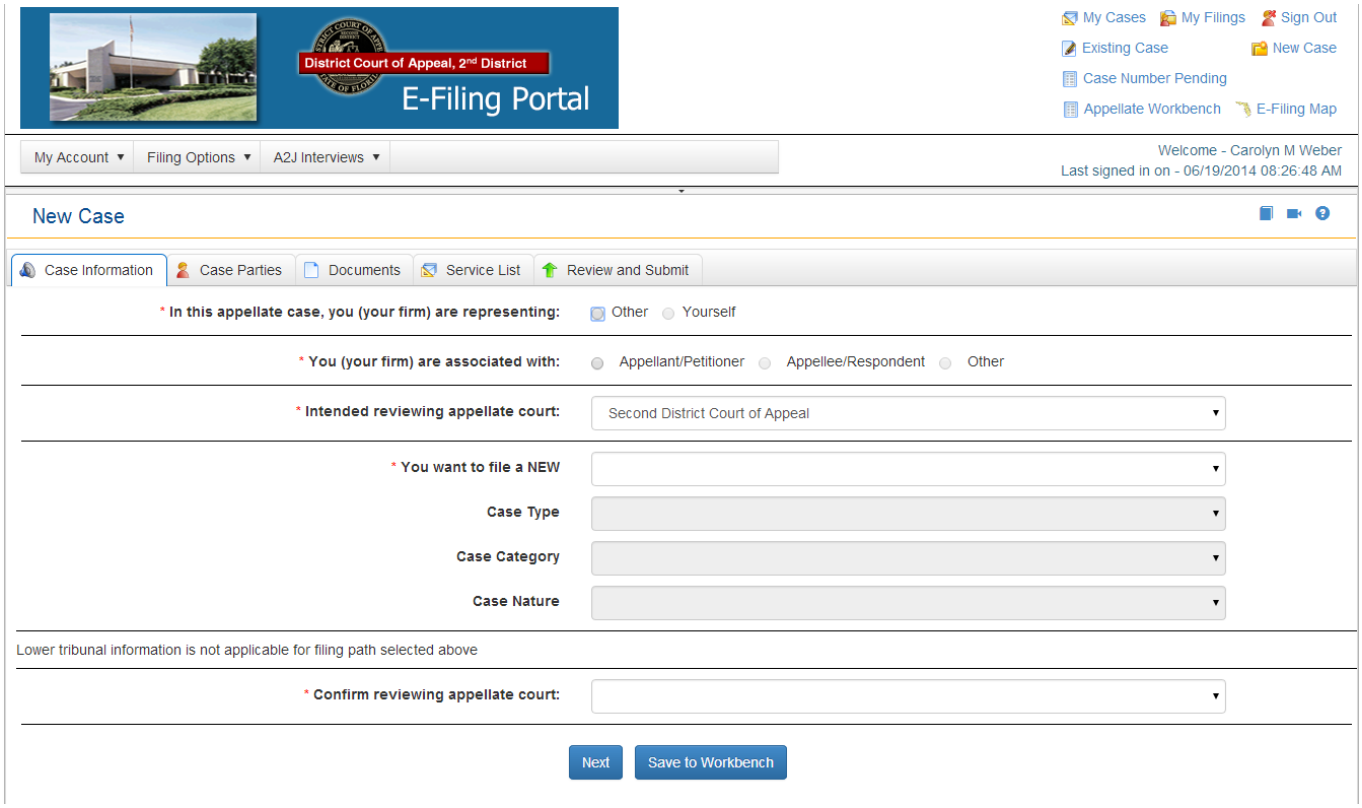
If there are Additional Fees associated with the Case Type, they will automatically be displayed for selection as necessary. The filing fee amount(s) automatically calculate based on the selections made by the filer.



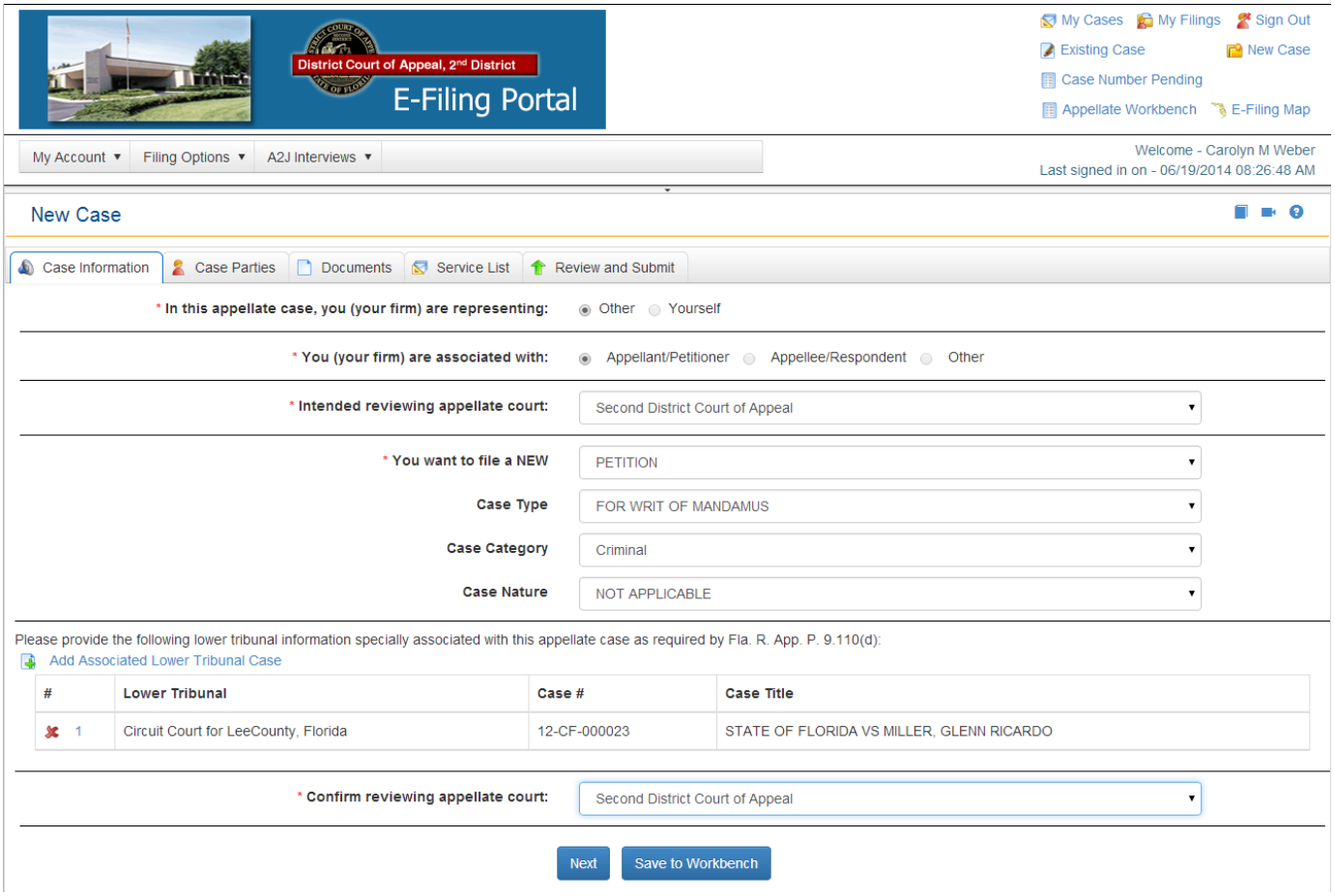
When complete, click on the **Next** button. The filer may move through the process by clicking on the Next button when each page is complete or by clicking on the tabs (Case Information, Parties, Documents, Payments, Review and Submit).
Note: Emergency Filing flag – Each county may handle emergency filing differently. Please contact the county for information regarding the emergency filing processing procedure.

Case Information – Appellate Court

All required fields on this page are marked with a red asterisk (*). Be sure to complete each piece of information to submit your new case.



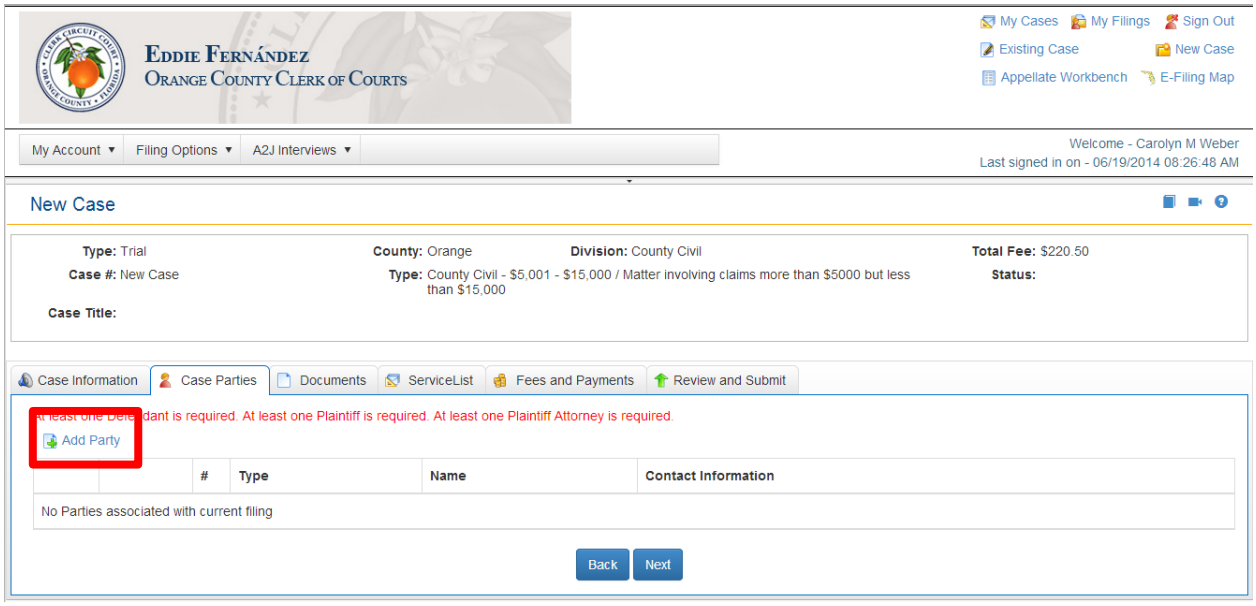
At the very bottom of the page, you will need to confirm the reviewing appellate court by selecting the court you are submitting your new case to from the drop down. It must match the 'Intended reviewing appellate court' you selected at the top of that page.



Then click on Next to get to the Case Parties screen. To save this filing to the Workbench to be continued at a later date, click on Save to Workbench.

Adding / Editing Party Information – Trial Court

The filer is directed to the Parties page. Click Add Party to add a party to the case.

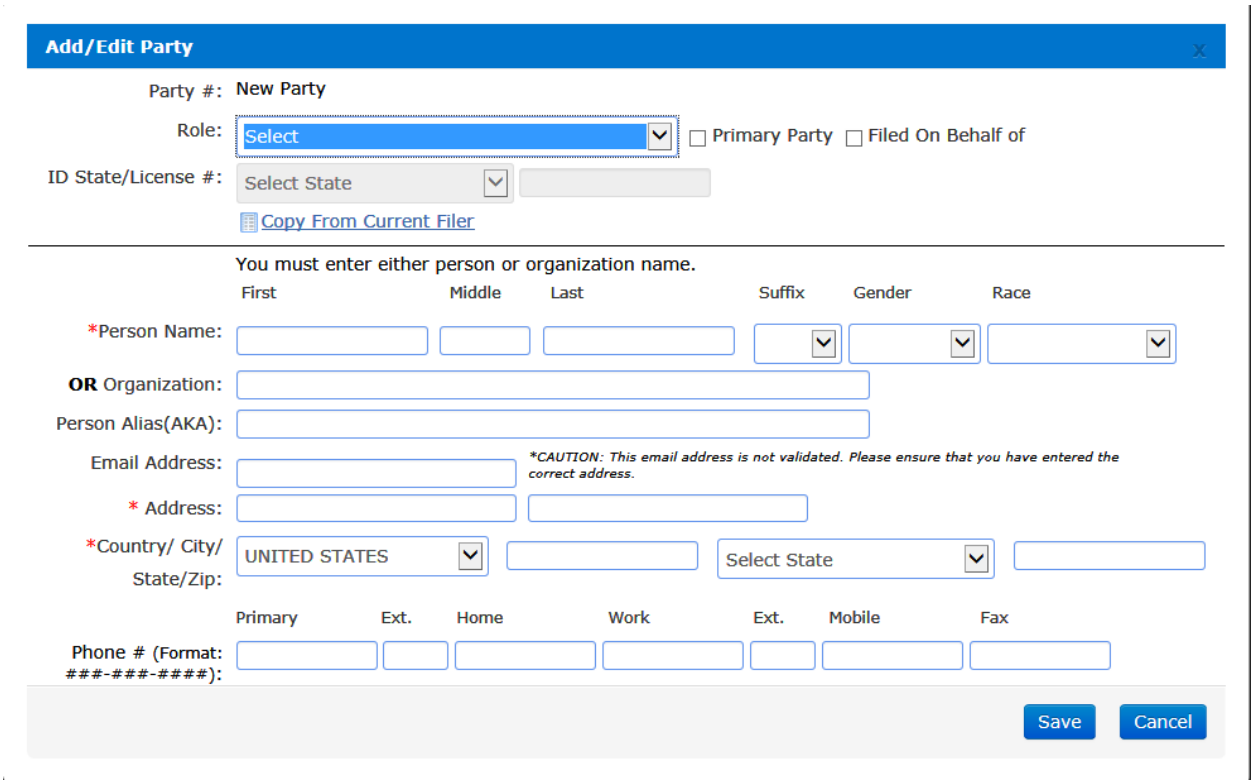


Select **Role** and select either **Primary Party** and/or **Filed On Behalf of**. Complete all required fields. Click **Save**.

- Role – Description of party's involvement in the case (defendant, petitioner, etc.)
- Primary Party – Party with direct connection to the case *i.e.* Plaintiff, Defendant, Counter-Plaintiff, Counter-Defendant, etc.
- Filed On Behalf of – Identifies the party that would be credited with the payment of the submitted fee. Party must be identified whenever fees are collected.

When adding a party you have 3 options:

1. Pressing on the Copy from Current Filer option will add the Filer as a Party and fill in the Party information with the Filer's Portal Profile information. It should be used when the attorney is an actual party to the case.
2. Search registered users and copy their information into the party fields by pressing on the Search Registered Filers option
3. Enter party information directly into the fields available.
4. Add all parties to your case.



Click the Save button when entries are complete.

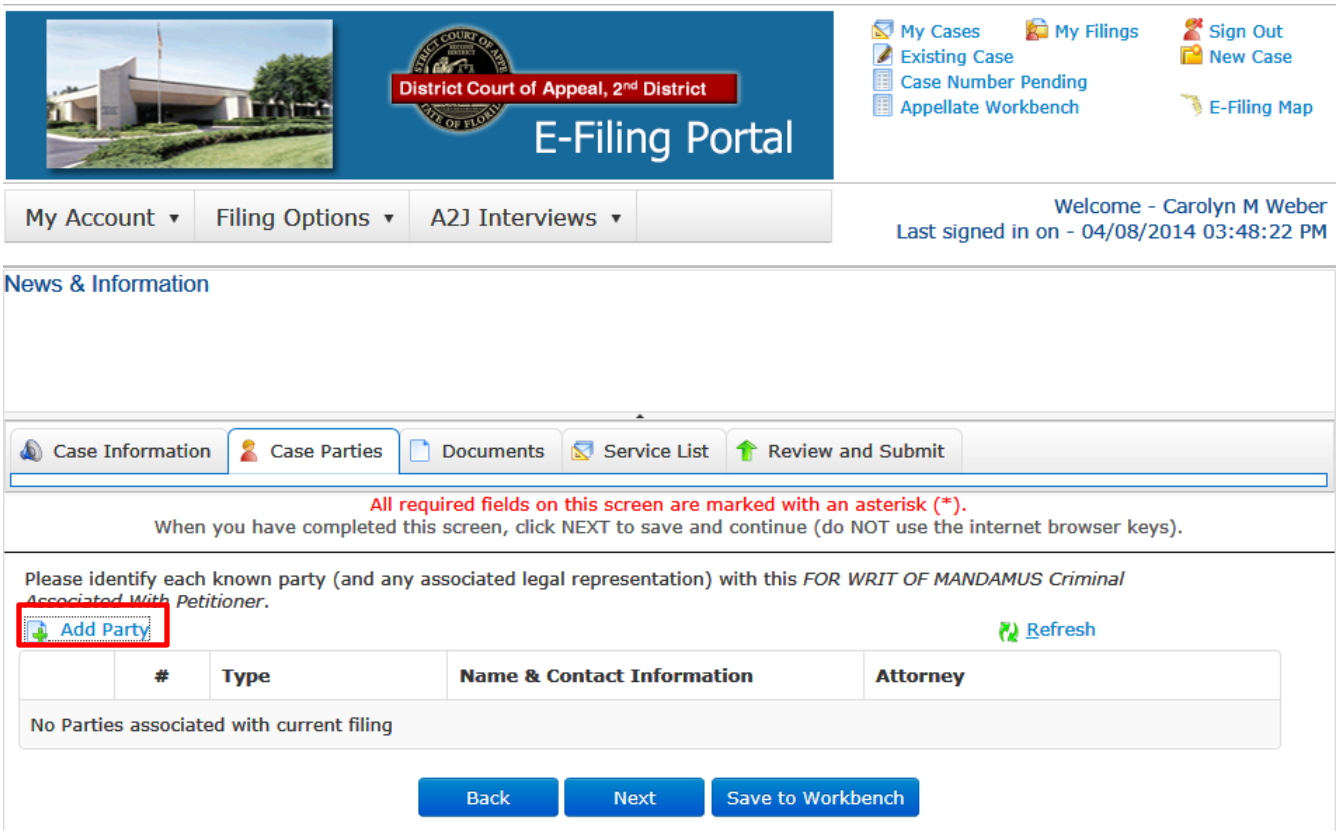
The party page refreshes and the party that was just added will be displayed in the list.

New Case
Court Type: Trial
Case #: New Case
County: Orange
Case Type: Other Negligence / Nursing Home Negligence
Division: Circuit Civil
Total Fee: $400.00
Case Information
Case Parties
Documents
ServiceList
Fees and Payments
Review and Submit
At least one Defendant is required. At least one Plaintiff is required. Plaintiff Attorney is required.
Add Party
Type Name Contact Information
Edit Remove 1 Plaintiff Attorney Carolyn M Weber 245 North Orange Ave Orlando FL 32750
Edit Remove 2 Plaintiff Martha Washington 1 Liberty Lane Orlando FL 32801
Edit Remove 3 Defendant American Automobile Association 234 Holly Way Oviedo FL 32776
Back
Next

The party page also allows the filer to **Edit** or **Remove** a party on a case. Clicking **Add Party** again allows the filer to add another party to the case.
When the filer has completed adding or editing all necessary party information, click the **Next** button. If you need to return to the Case Information page click the **Back** button or select **Case Information** from the menu bar.

Adding / Editing Party Information – Appellate Court

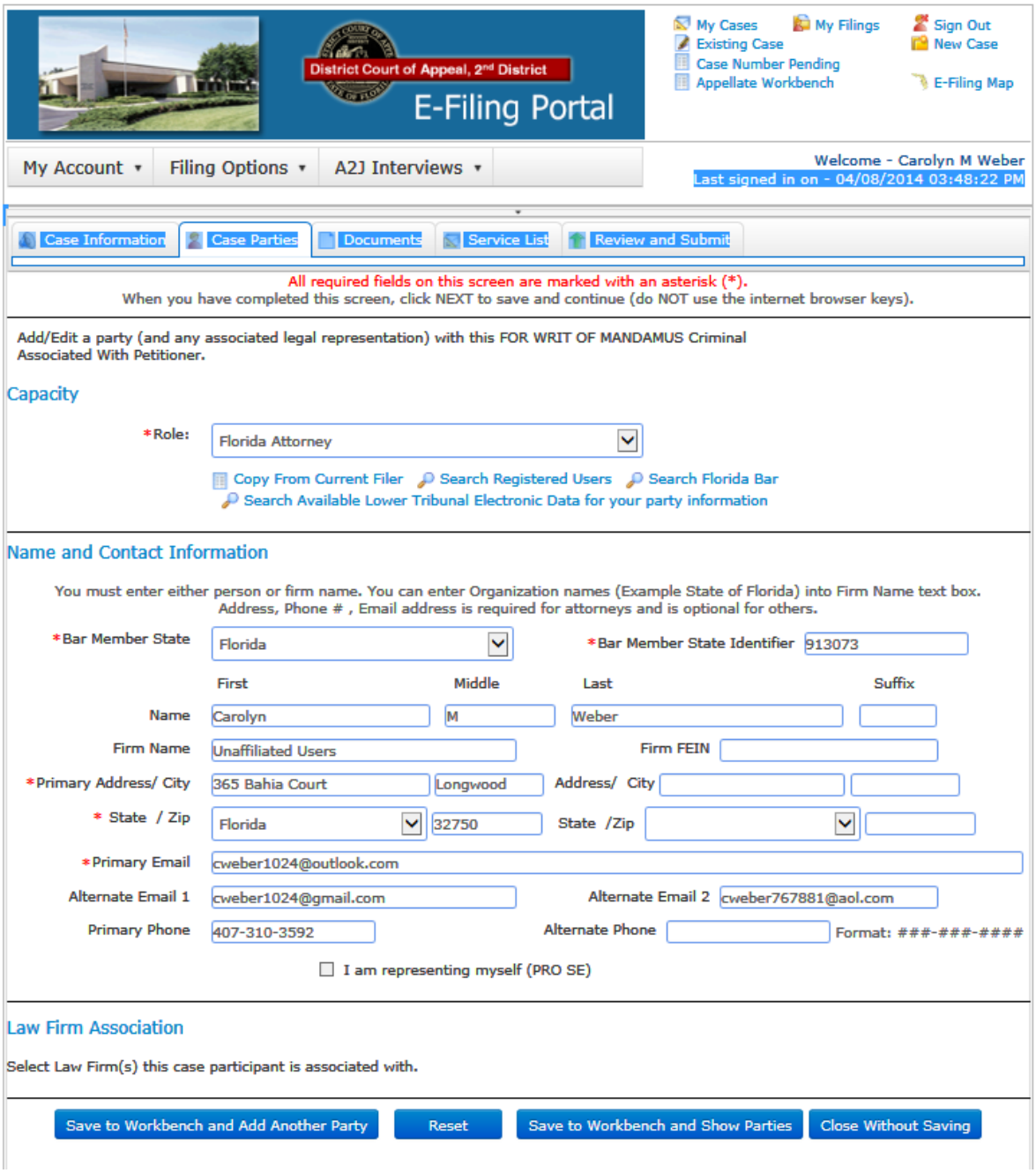
The filer is directed to the Parties page. Click Add Party to add a party to the case.



Select the Role from the drop down. I would suggest adding the attorney that is initiating the case first. Then add the Petitioner/Appellate and Respondent/Appellee parties next.

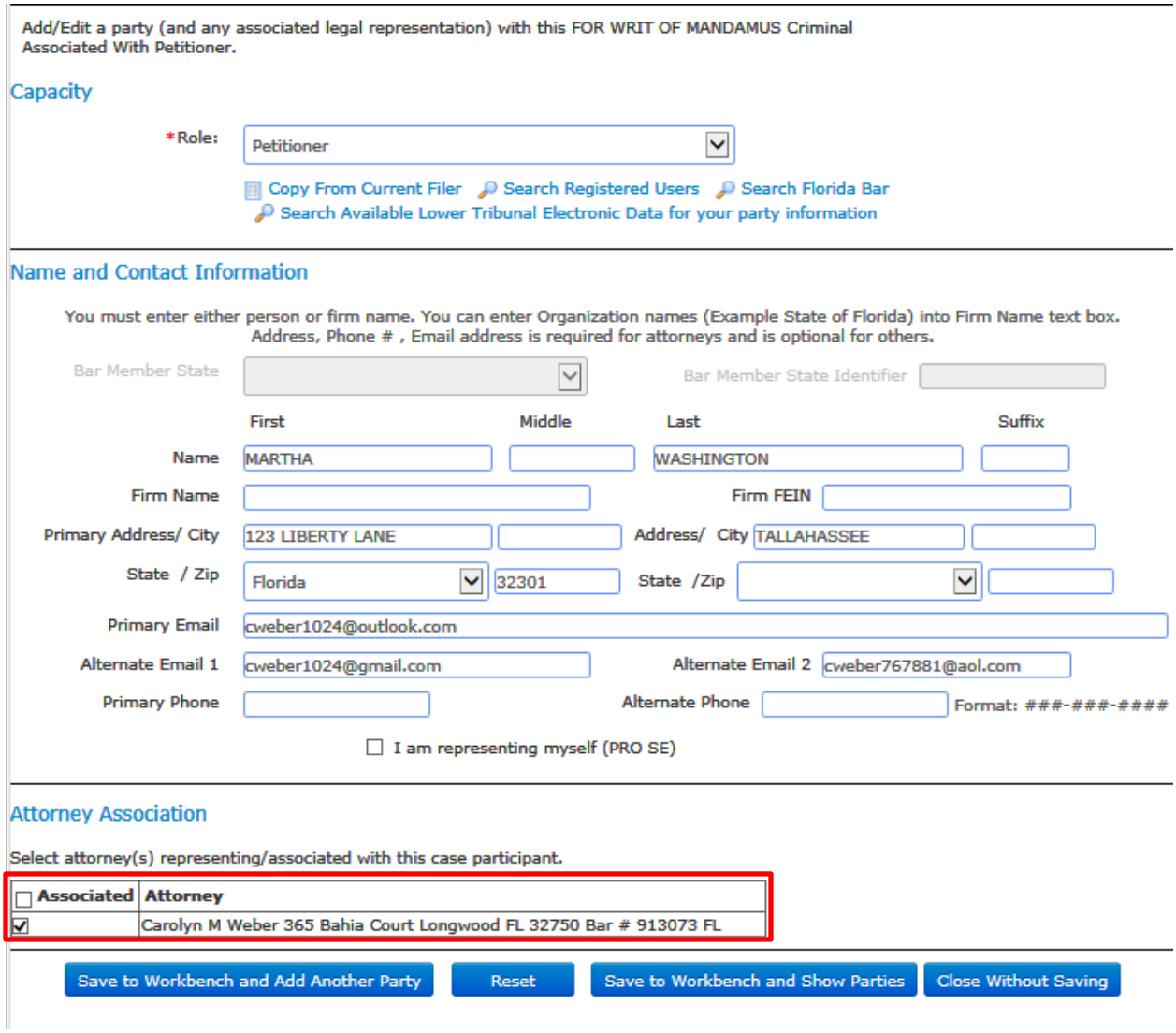
When adding a party you have 3 options:

1. Pressing on the Copy from Current Filer option will add the Filer as a Party and fill in the Party information with the Filer's Portal Profile information. It should be used when the attorney is an adding himself to the case.
2. Search registered users and copy their information into the party fields by pressing on the Search Registered Filers option
3. Enter party information directly into the fields available.


District Court of Appeal, 2nd District
E-Filing Portal
My Cases
My Filings
Sign Out
Existing Case
New Case
Case Number Pending
Appellate Workbench
E-Filing Map
My Account
Filing Options
A2J Interviews
Welcome - Carolyn M Weber
Last signed in on - 04/08/2014 03:48:22 PM
Case Information
Case Parties
Documents
Service List
Review and Submit
All required fields on this screen are marked with an asterisk (*).
When you have completed this screen, click NEXT to save and continue (do NOT use the internet browser keys).
Add/Edit a party (and any associated legal representation) with this FOR WRIT OF MANDAMUS Criminal Associated With Petitioner.
Capacity
*Role: Florida Attorney
Copy From Current Filer
Search Registered Users
Search Florida Bar
Search Available Lower Tribunal Electronic Data for your party information
Name and Contact Information
You must enter either person or firm name. You can enter Organization names (Example State of Florida) into Firm Name text box. Address, Phone # , Email address is required for attorneys and is optional for others.
*Bar Member State: Florida
*Bar Member State Identifier: 913073
First
Middle
Last
Suffix
Name: Carolyn M Weber
Firm Name: Unaffiliated Users
Firm FEIN
*Primary Address/ City: 365 Bahia Court Longwood
Address/ City
* State / Zip: Florida 32750
State /Zip
*Primary Email: cweber1024@outlook.com
Alternate Email 1: cweber1024@gmail.com
Alternate Email 2: cweber767881@aol.com
Primary Phone: 407-310-3592
Alternate Phone
Format: ###-###-####
I am representing myself (PRO SE)
Law Firm Association
Select Law Firm(s) this case participant is associated with.
Save to Workbench and Add Another Party
Reset
Save to Workbench and Show Parties
Close Without Saving

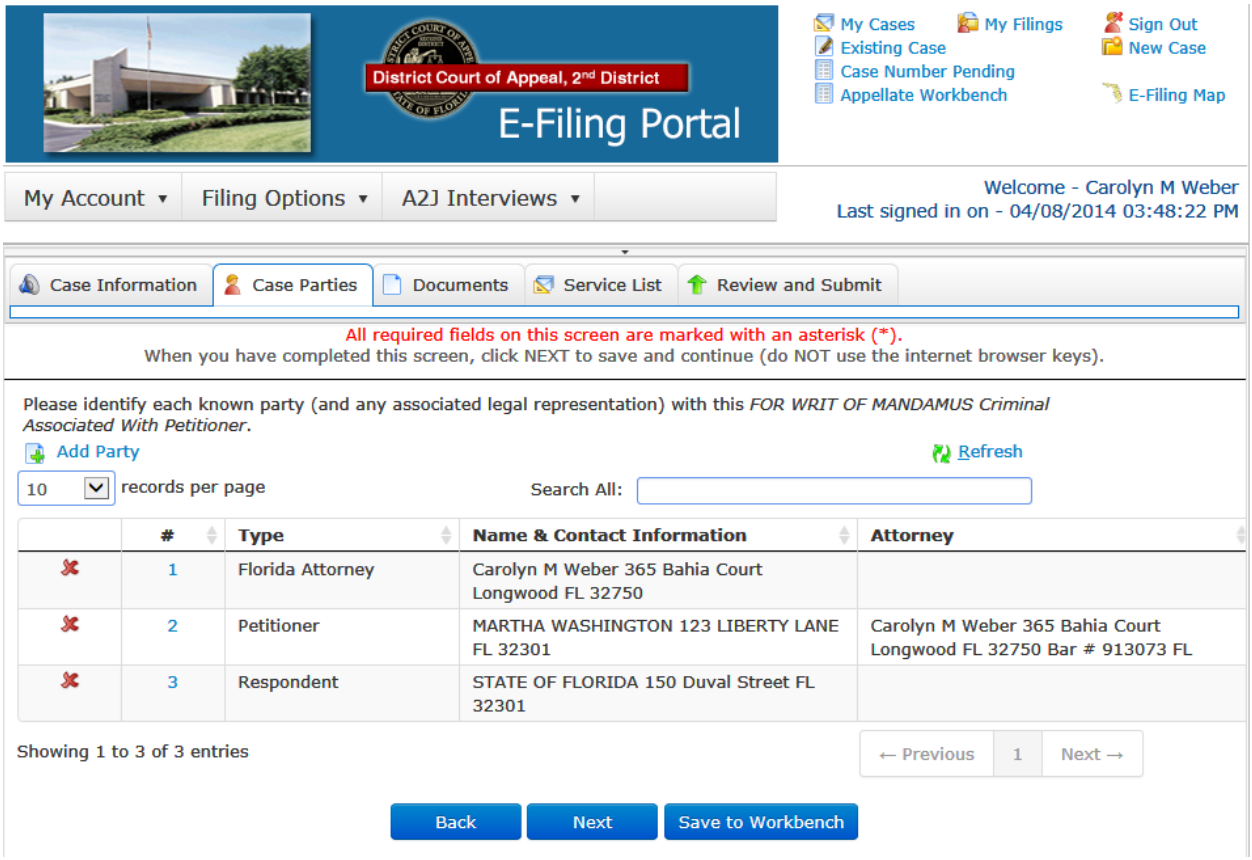
Then click on Save to Workbench and Add Another Party. Go through the above screen to add in all of your parties.

By adding the attorney first, you are able to link the attorney the party he/she is representing. See the screen shot below.



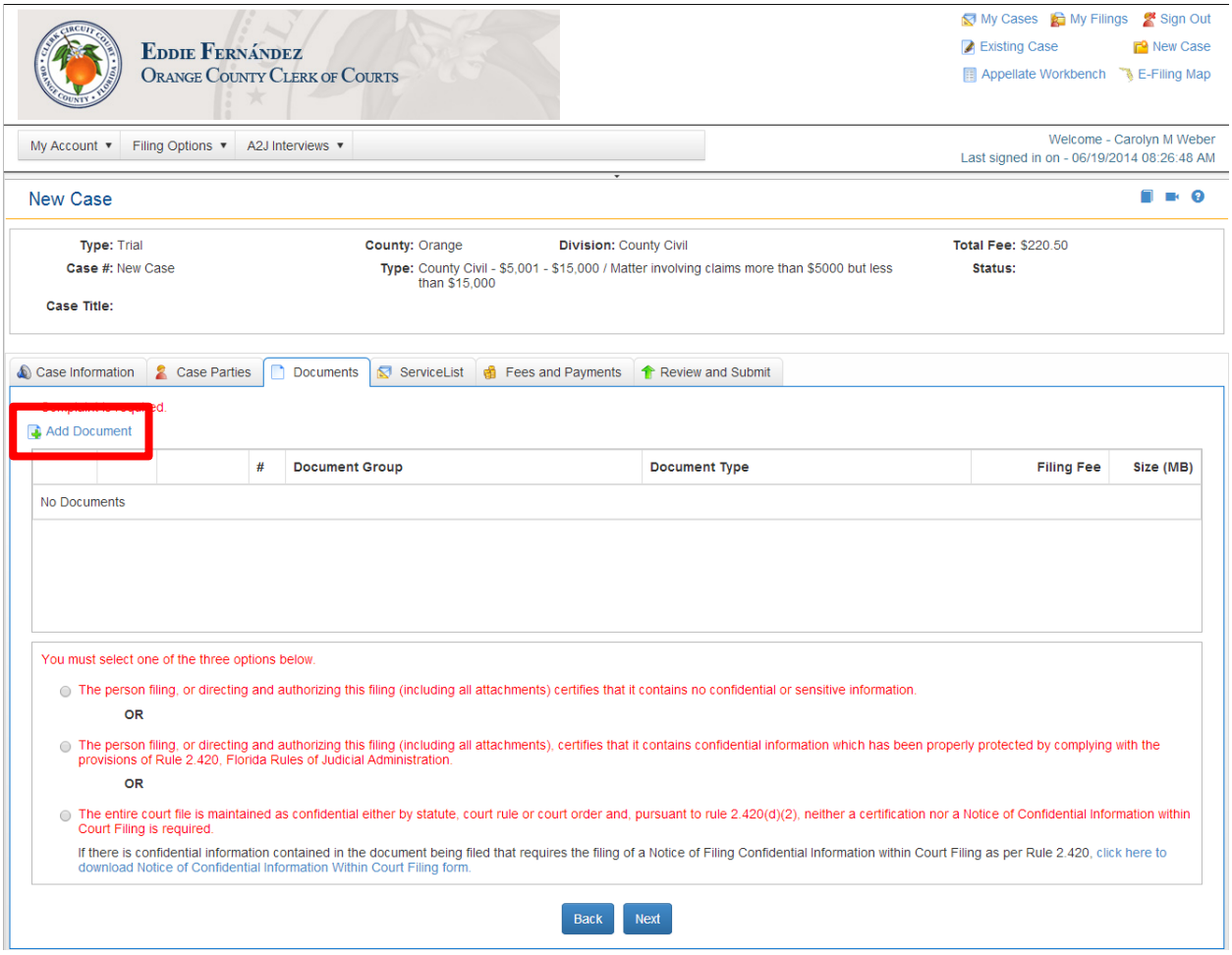
Continue adding all your parties to the case and when you have finished, select Save to Workbench and Show Parties.

The parties you entered will be displayed. To make any changes to the party information, click on the number in the '#' column to get back to the party screen and make any changes necessary. Once you have made any necessary changes, click on Next or Save to Workbench.

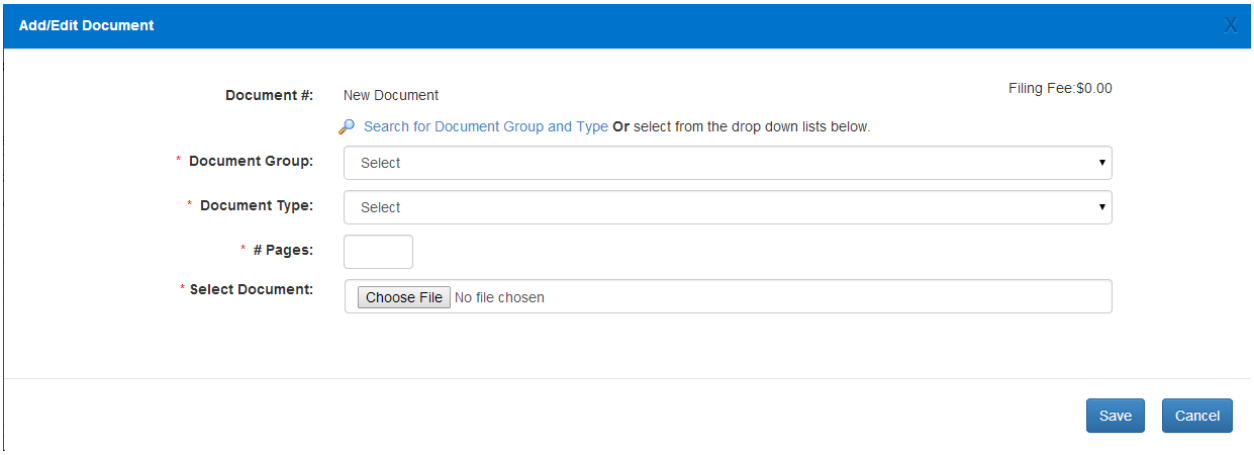

District Court of Appeal, 2nd District
E-Filing Portal
My Cases
My Filings
Sign Out
Existing Case
New Case
Case Number Pending
Appellate Workbench
E-Filing Map
My Account
Filing Options
A2J Interviews
Welcome - Carolyn M Weber
Last signed in on - 04/08/2014 03:48:22 PM
Case Information
Case Parties
Documents
Service List
Review and Submit
All required fields on this screen are marked with an asterisk (*).
When you have completed this screen, click NEXT to save and continue (do NOT use the internet browser keys).
Please identify each known party (and any associated legal representation) with this FOR WRIT OF MANDAMUS Criminal Associated With Petitioner.
Add Party
Refresh
10 records per page
Search All:
Type Name & Contact Information Attorney
1 Florida Attorney Carolyn M Weber 365 Bahia Court Longwood FL 32750
2 Petitioner MARTHA WASHINGTON 123 LIBERTY LANE FL 32301 Carolyn M Weber 365 Bahia Court Longwood FL 32750 Bar # 913073 FL
3 Respondent STATE OF FLORIDA 150 Duval Street FL 32301
Showing 1 to 3 of 3 entries
← Previous 1 Next →
Back
Next
Save to Workbench

Adding Documents – Trial Court

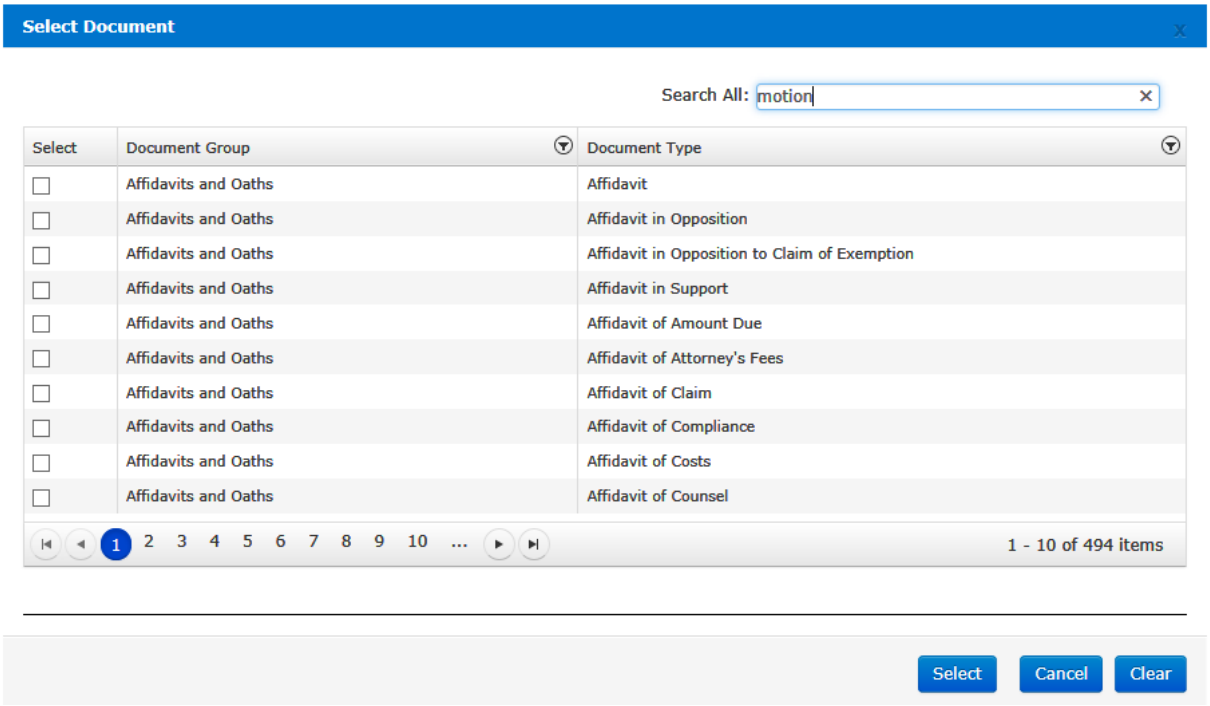
The filer is directed to the documents page. Click Add Document to add a document to the case.


Eddie Fernández
Orange County Clerk of Courts
My Cases
My Filings
Sign Out
Existing Case
New Case
Appellate Workbench
E-Filing Map
My Account
Filing Options
A2J Interviews
Welcome - Carolyn M Weber
Last signed in on - 06/19/2014 08:26:48 AM
New Case
Type: Trial
County: Orange
Division: County Civil
Total Fee: $220.50
Case #: New Case
Type: County Civil - $5,001 - $15,000 / Matter involving claims more than $5000 but less than $15,000
Status:
Case Title:
Case Information
Case Parties
Documents
ServiceList
Fees and Payments
Review and Submit
Add Document
Document Group Document Type Filing Fee Size (MB)
No Documents
You must select one of the three options below.
The person filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.
OR
The person filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.
OR
The entire court file is maintained as confidential either by statute, court rule or court order and, pursuant to rule 2.420(d)(2), neither a certification nor a Notice of Confidential Information within Court Filing is required.
If there is confidential information contained in the document being filed that requires the filing of a Notice of Filing Confidential Information within Court Filing as per Rule 2.420, click here to download Notice of Confidential Information Within Court Filing form.
Back
Next

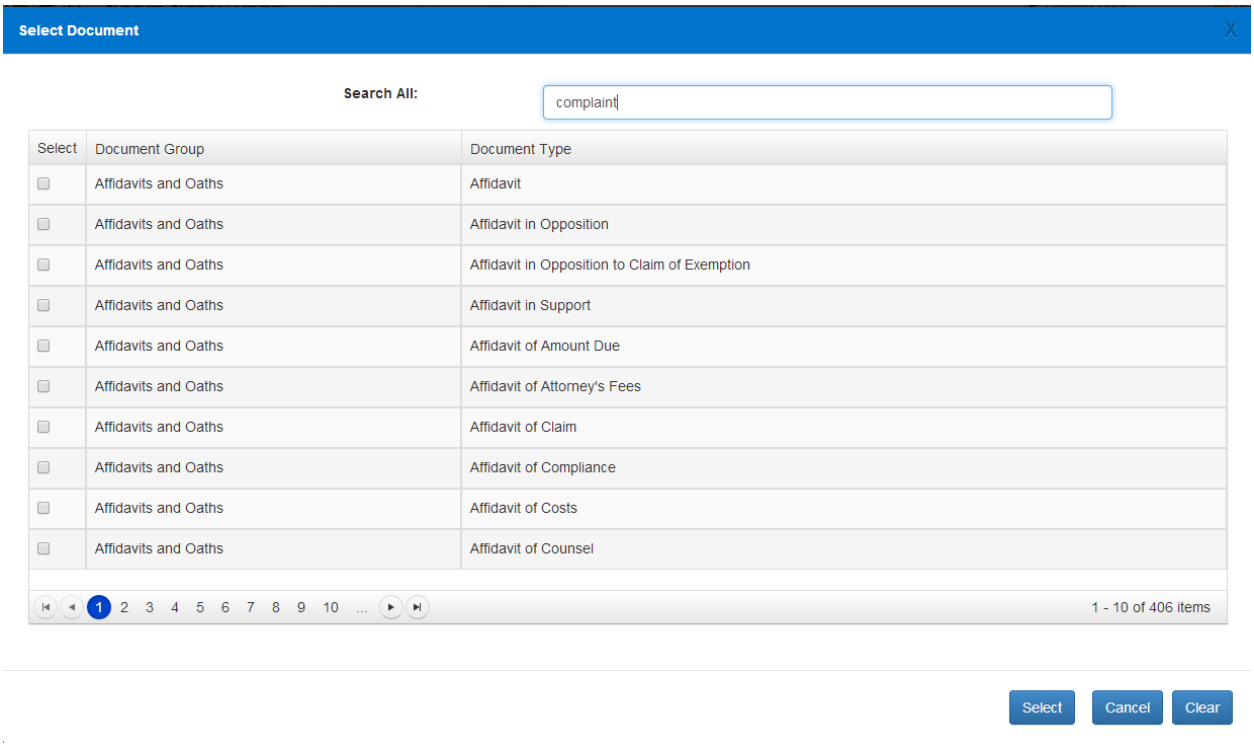
You may search for a document by selecting **Search for Document Group and Type** or select the **Document Group**, **Document Type**, type in the **# Pages** and select the document. To attach your document click **Browse**, select the document and attach document. Click **Save**.



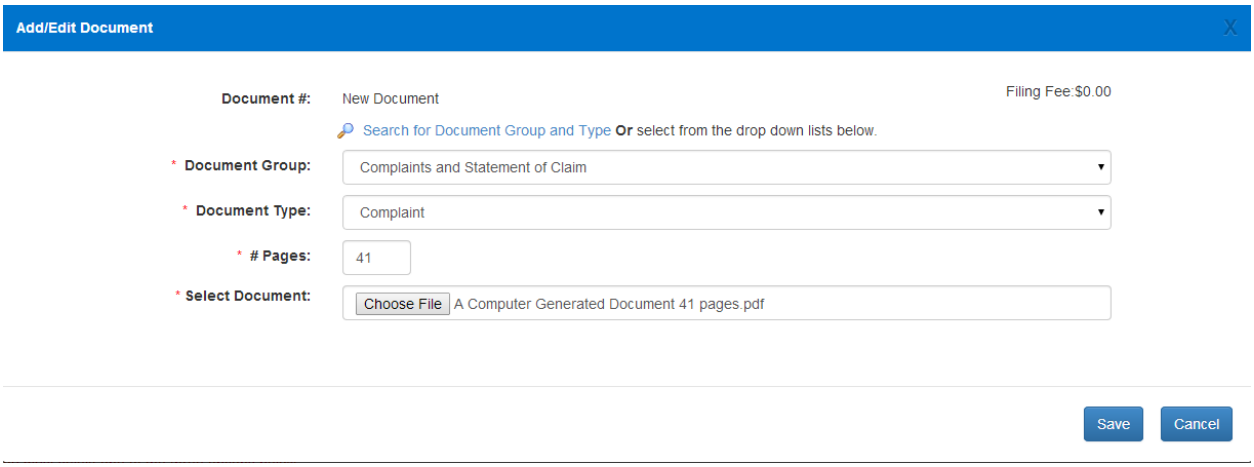
Searching for a Document
Type in a brief description of the document you are going to file and then enter.



The Portal will then pull up all of the documents linked to that division and that case type based on the search criteria you entered and allow you to select the document that most closely resembles the document you wish to file.

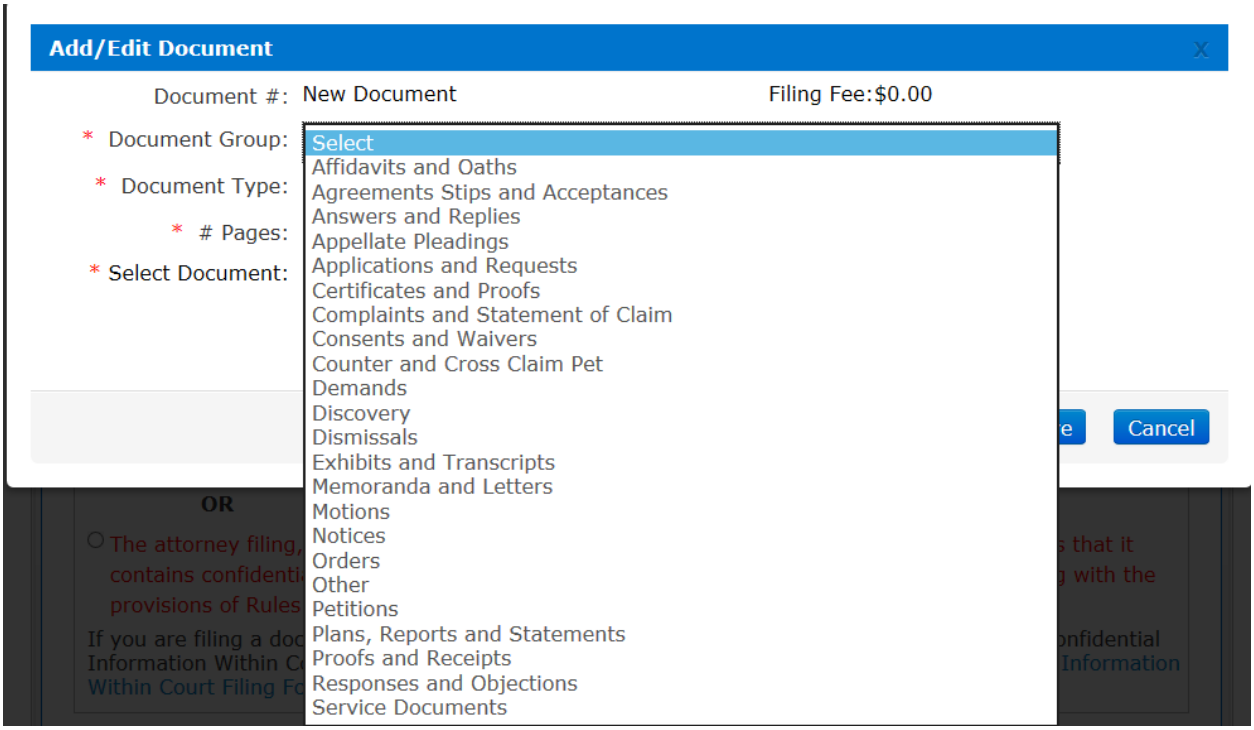


Place a check in the box under the Select column and then click on **Select**. Enter the number of pages in your document and then Browse out onto your computer where you have saved that PDF document and attach that document to this submission.

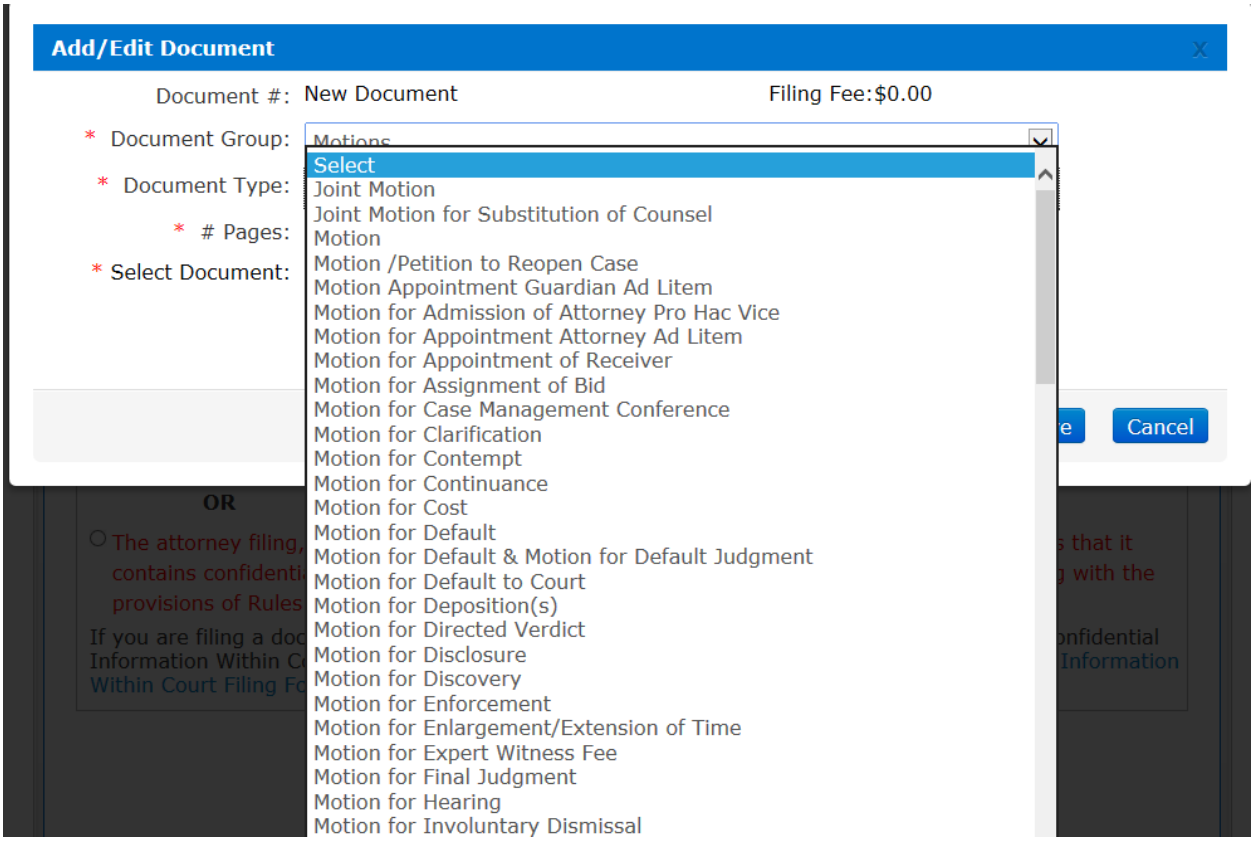


Then click on Save and continue on through the remaining pages to submit your filings.
If you do not use the Search feature, select your documents based on the Document Group and the Document Type explained below.

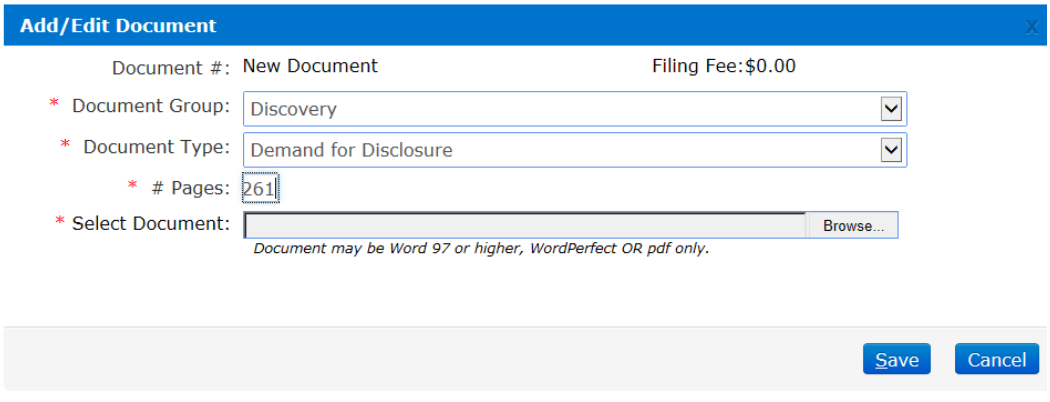
Document Group



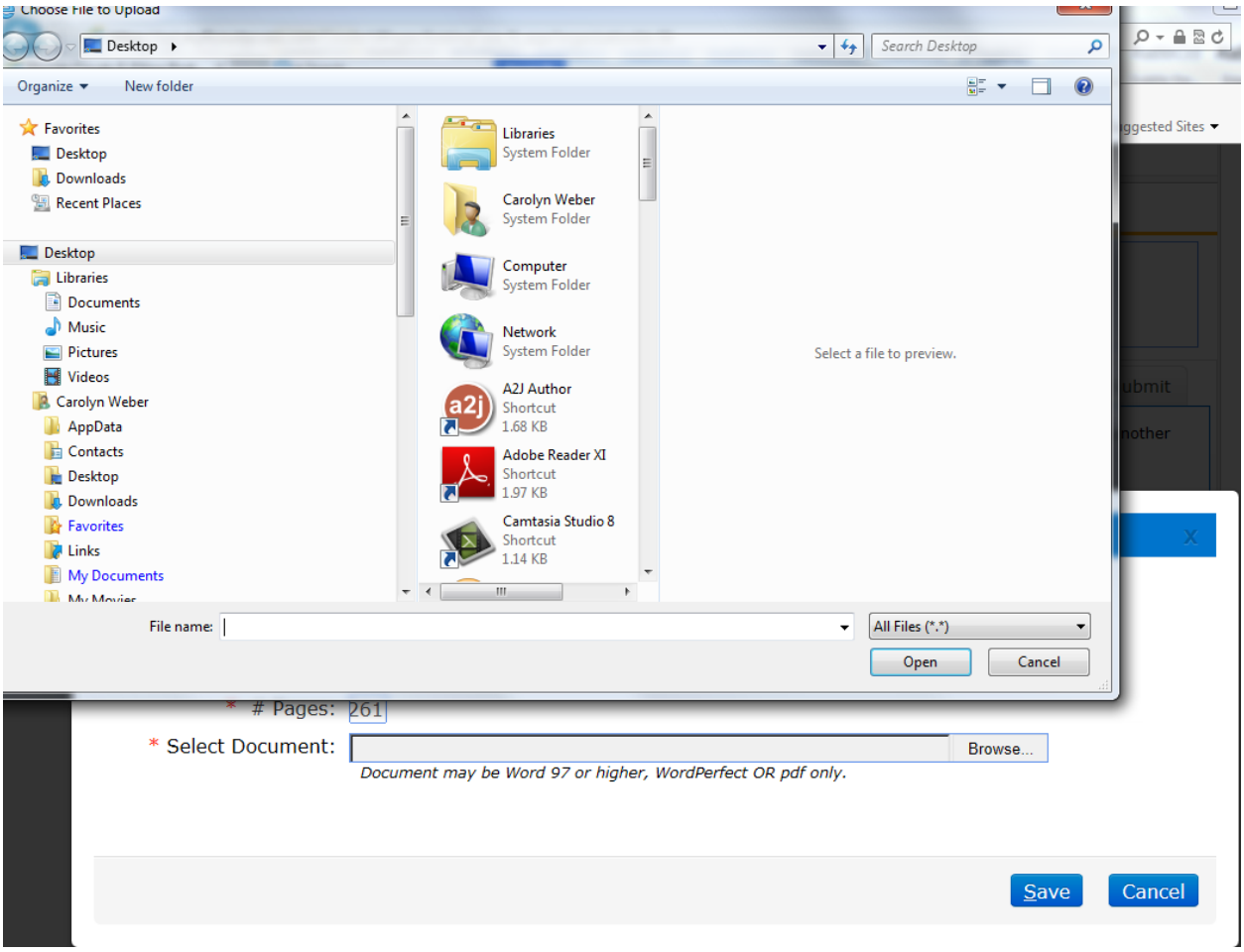
Document Type



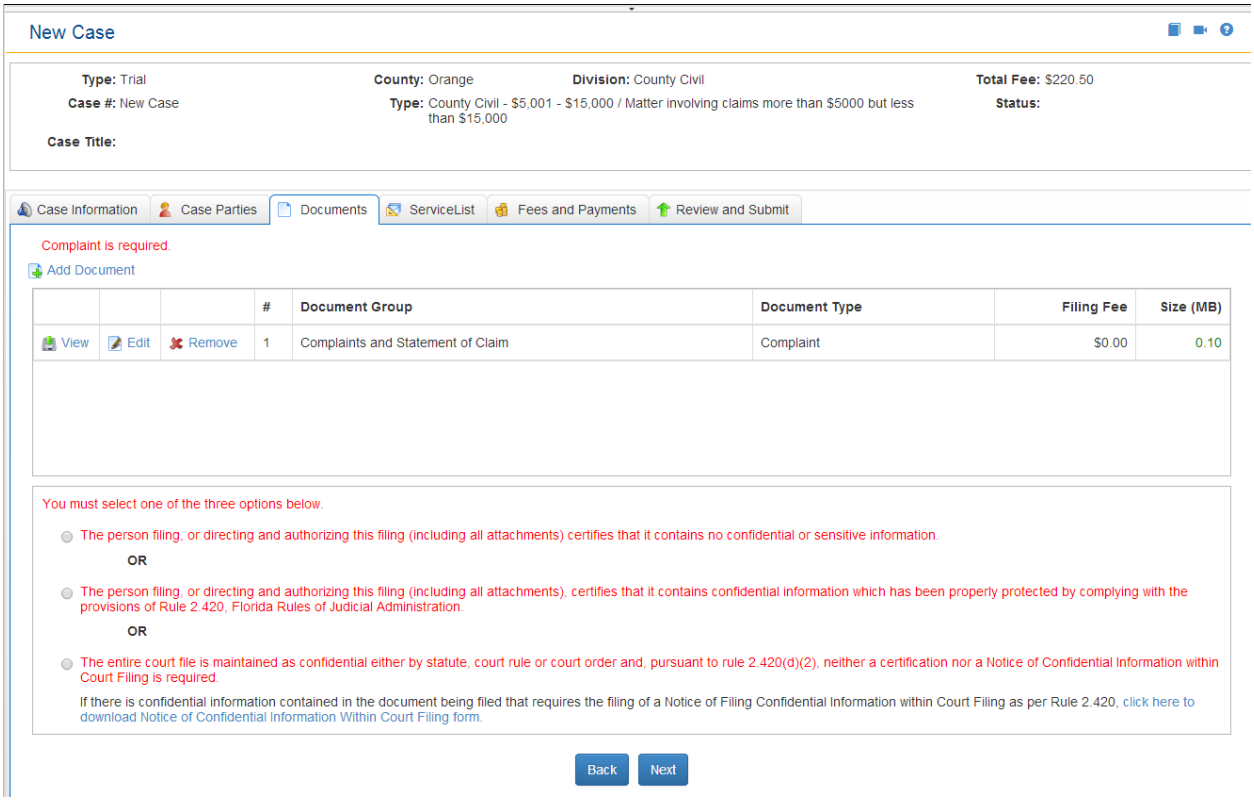
Type in length of document by typing in number of pages.



Select Document:

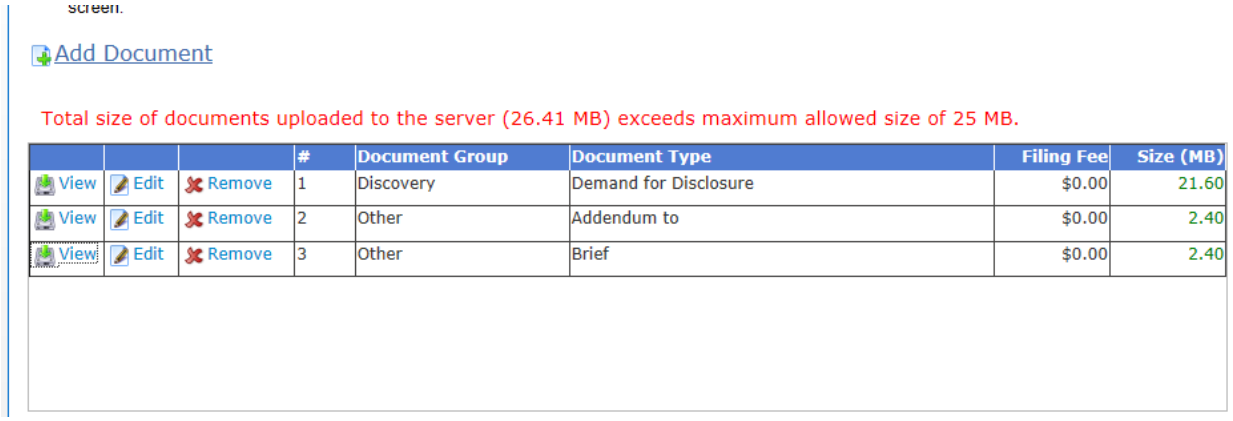


The documents will display in the list.

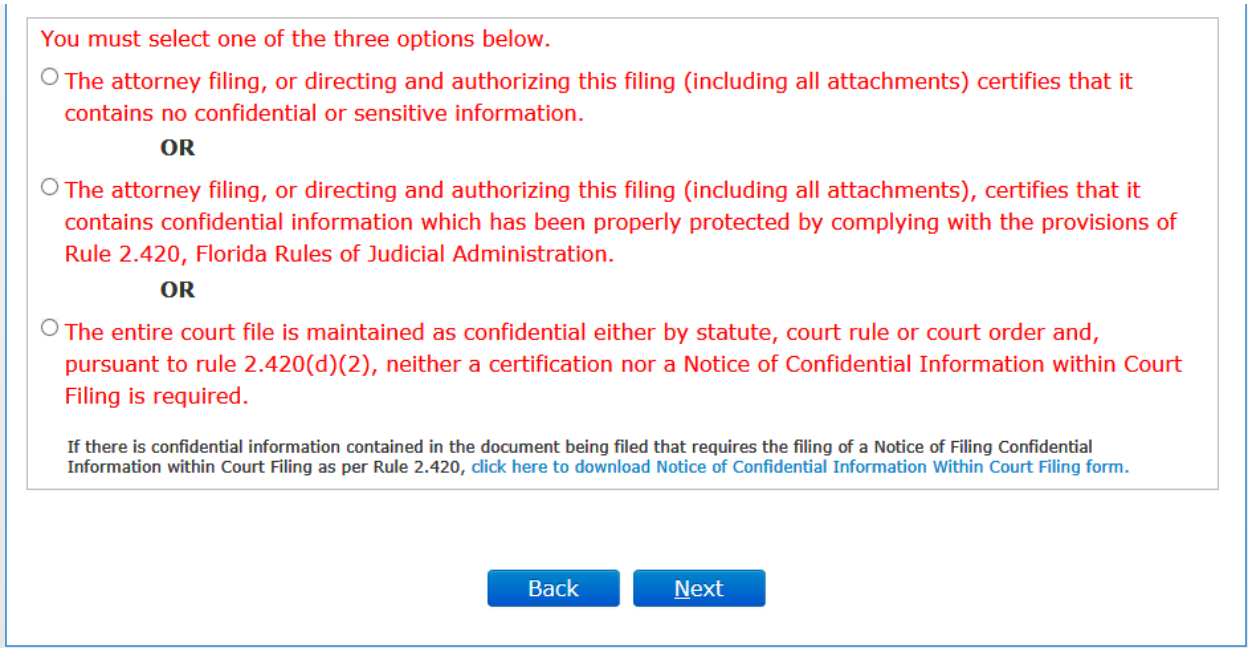

New Case
Type: Trial
Case #: New Case
Case Title:
County: Orange
Type: County Civil - $5,001 - $15,000 / Matter involving claims more than $5000 but less than $15,000
Division: County Civil
Total Fee: $220.50
Status:
Case Information
Case Parties
Documents
ServiceList
Fees and Payments
Review and Submit
Complaint is required.
Add Document
Document Group Document Type Filing Fee Size (MB)
View Edit Remove 1 Complaints and Statement of Claim Complaint $0.00 0.10
You must select one of the three options below.
The person filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.
OR
The person filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.
OR
The entire court file is maintained as confidential either by statute, court rule or court order and, pursuant to rule 2.420(d)(2), neither a certification nor a Notice of Confidential Information within Court Filing is required.
If there is confidential information contained in the document being filed that requires the filing of a Notice of Filing Confidential Information within Court Filing as per Rule 2.420, click here to download Notice of Confidential Information Within Court Filing form.
Back
Next

The document page also allows the filer to **View, Edit** or **Remove** a document. Clicking **Add Document** again allows the filer to add another document to the case. The size of the document added also appears so the filer knows when they are approaching the submission size maximum of 25MB. When the size appears in the size column, your document has completely uploaded and you may continue.

If your documents go over the maximum submission file size of 25MB, you will see a message advising you that you have exceeded the maximum submission file size limit of 25MB and advise you to remove documents so that you can submit your filings.


screen.
Add Document
Total size of documents uploaded to the server (26.41 MB) exceeds maximum allowed size of 25 MB.
Document Group Document Type Filing Fee Size (MB)
View Edit Remove 1 Discovery Demand for Disclosure $0.00 21.60
View Edit Remove 2 Other Addendum to $0.00 2.40
View Edit Remove 3 Other Brief $0.00 2.40

When the filer has completed adding or editing all necessary document information, they must designate whether their documents contain confidential information or do not contain confidential information.
For confidential documents, the filer must attach the Notice of Confidential Information within Court Filing as per Rule 2.420.


You must select one of the three options below.
The attorney filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.
OR
The attorney filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.
OR
The entire court file is maintained as confidential either by statute, court rule or court order and, pursuant to rule 2.420(d)(2), neither a certification nor a Notice of Confidential Information within Court Filing is required.
If there is confidential information contained in the document being filed that requires the filing of a Notice of Filing Confidential Information within Court Filing as per Rule 2.420, click here to download Notice of Confidential Information Within Court Filing form.
Back
Next

After making that designation, click the **Next** button to move on or the **Back** button to return to the **Case Parties** screen.

Adding Documents – Appellate Court

The filer is directed to the documents page. Any mandatory documents will appear in the top selection box. You will also be able to file specific Optional Documents using the second box.

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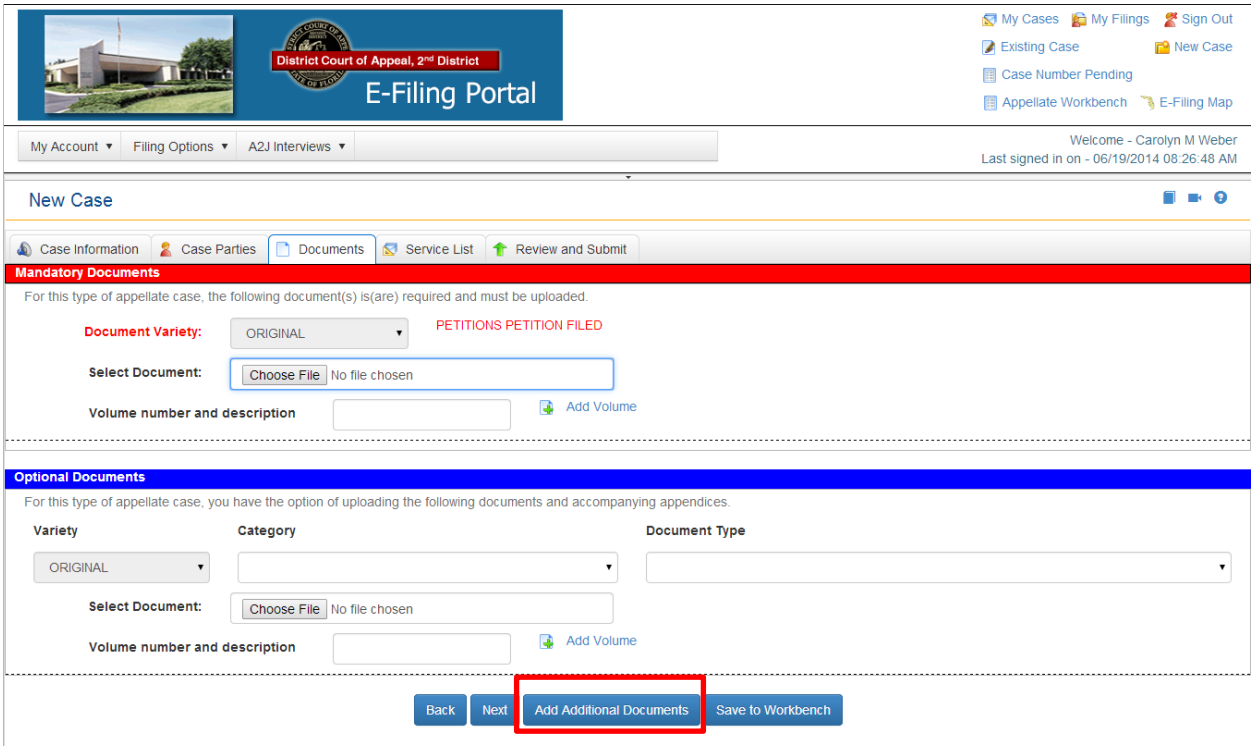
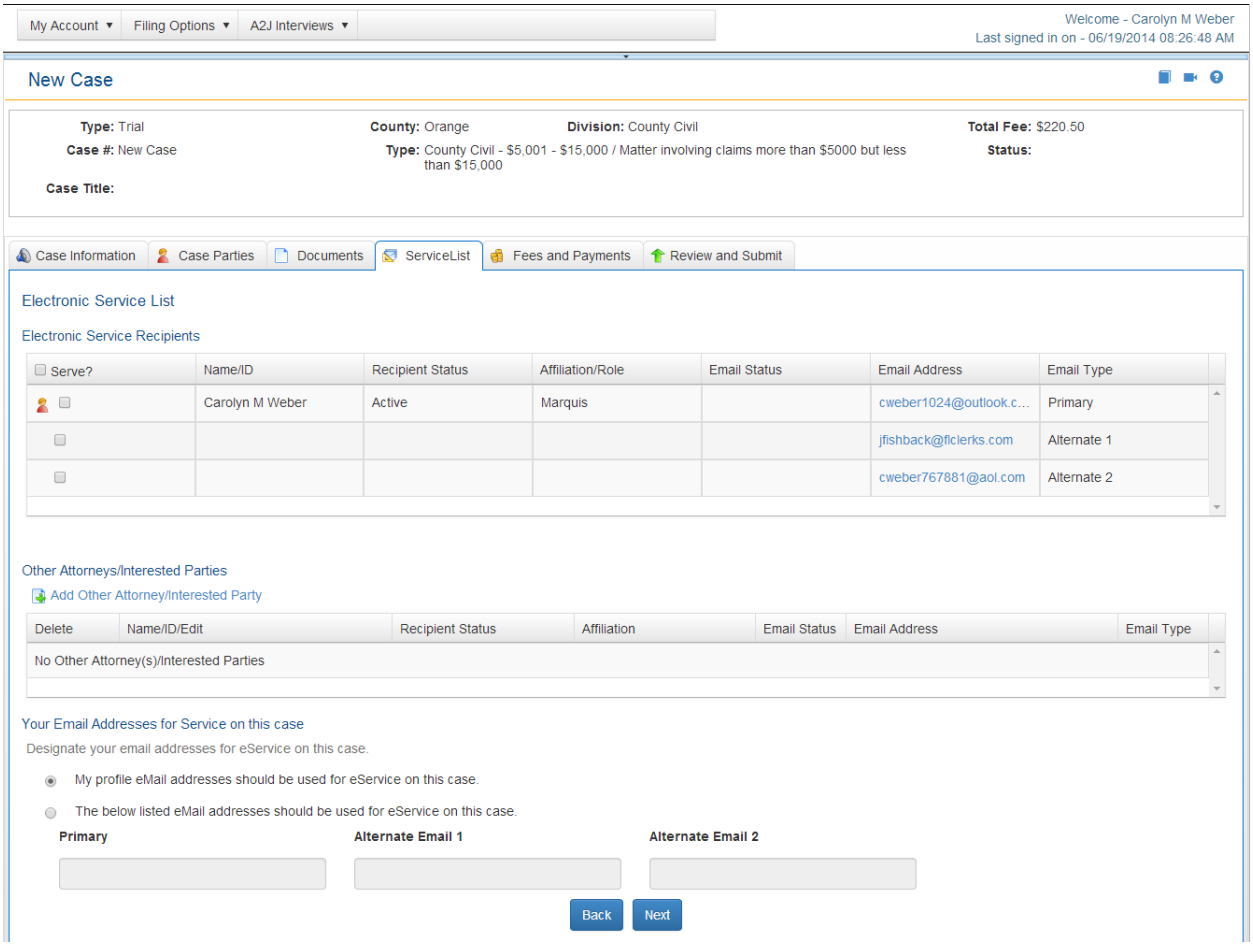


To add 'Optional Documents' select the Category and Document Type from the drop down and then attach your documents by browsing your computer to find the document to attach to this submission. Then if you need to add additional document, click on Add Additional Documents and go through the above process to add more documents to this submission.

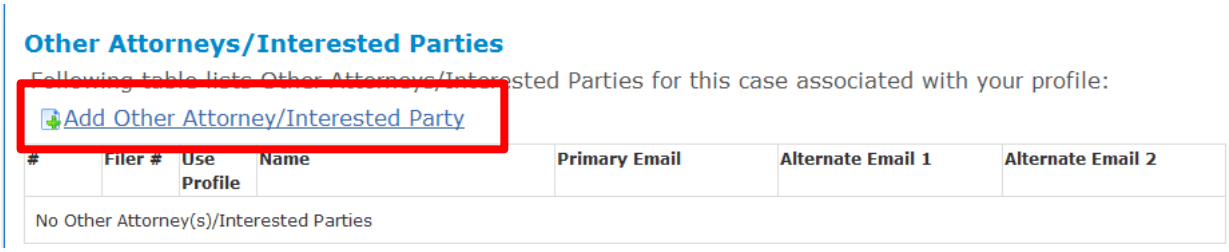
Then when you are ready to continue, click on Next or Save to Workbench for filing at a later time.

ServiceList

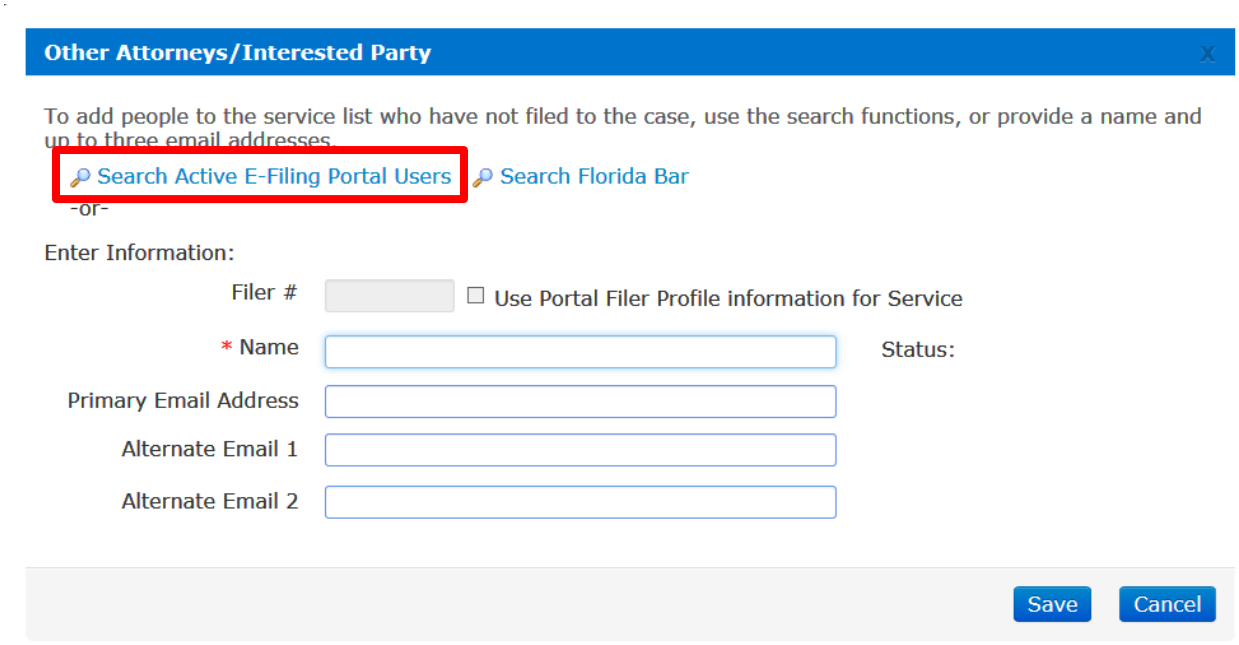
You will automatically be added to the E-service List for this case. The email addresses added will default to your profile email addresses. Anyone else that has electronically filed at least one document to this case will also appear in the E-service List.



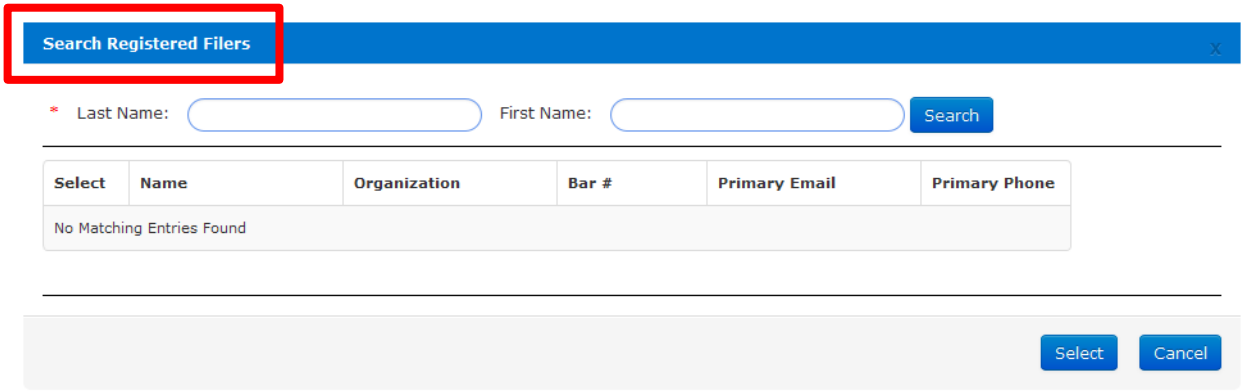
You may add Other Attorney/Interested Party to the E-service List for this case. To do so, select the Add Other Attorney/Interested Party link.



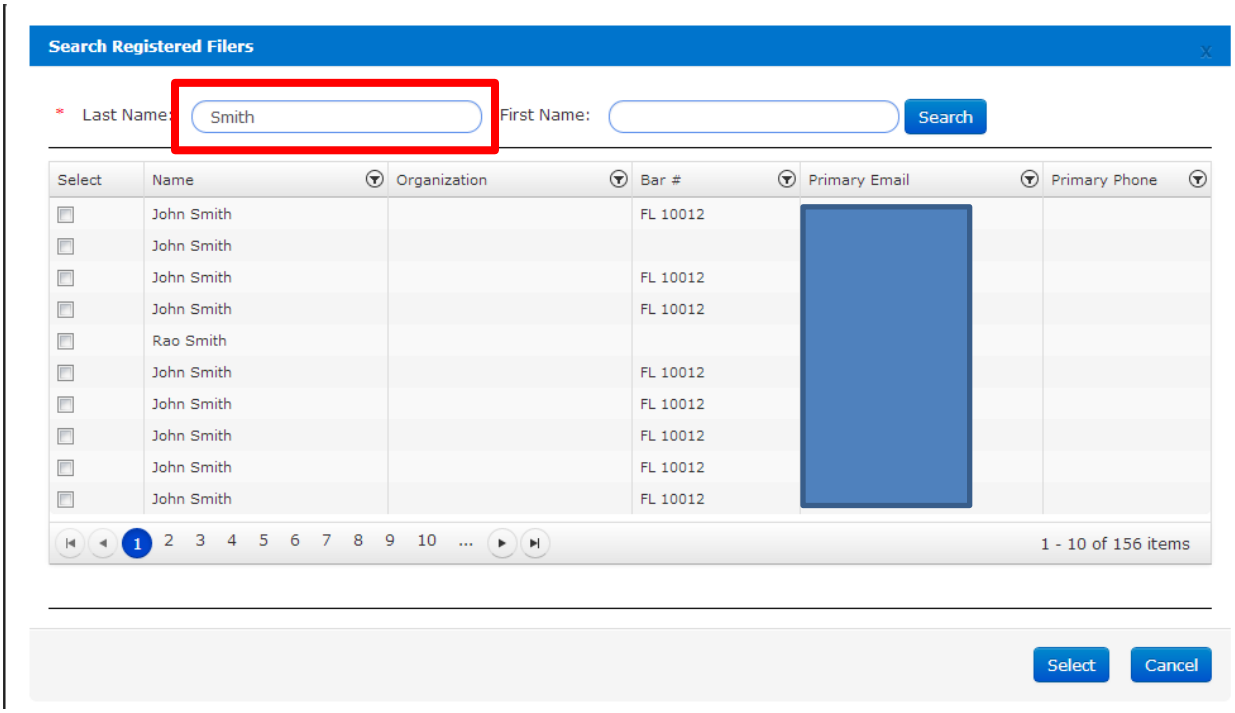
The Other Attorneys/Interested Party screen will appear. You may add by selecting the Search Active E-Filing Portal Users link:


Other Attorneys/Interested Party
To add people to the service list who have not filed to the case, use the search functions, or provide a name and up to three email addresses.
Search Active E-Filing Portal Users
Search Florida Bar
-or-
Enter Information:
Filer #
Use Portal Filer Profile information for Service
* Name
Status:
Primary Email Address
Alternate Email 1
Alternate Email 2
Save
Cancel

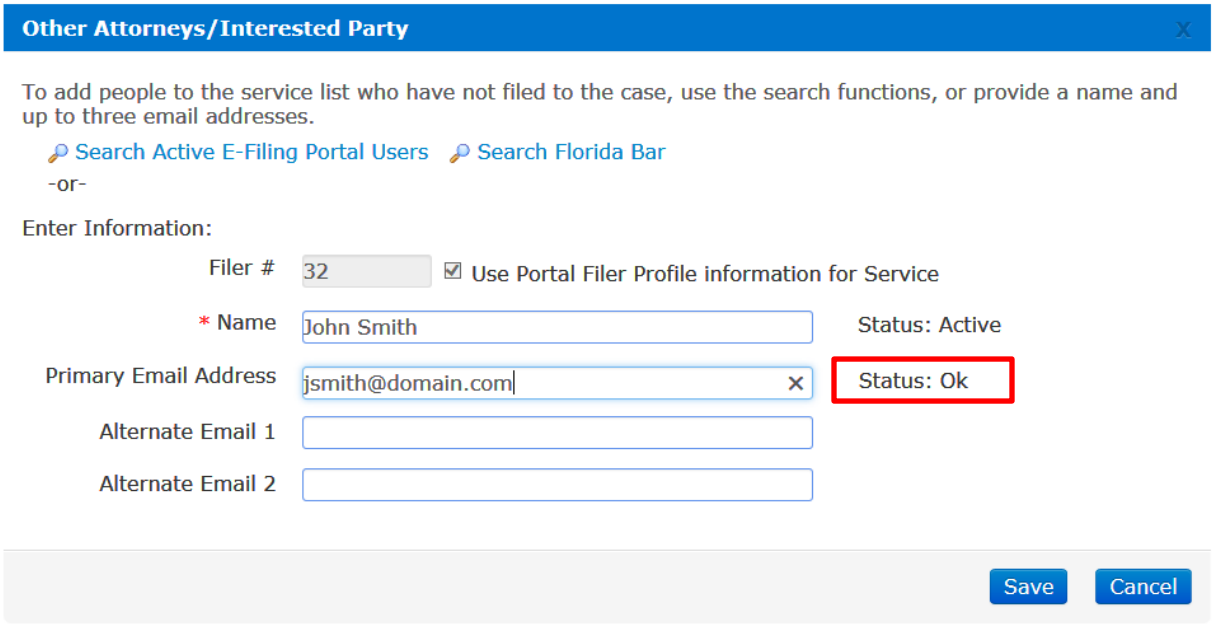
The search box will appear.



This allows you to search the Portal's List of Registered Users and select them by typing in their Last Name and then select **Search**.

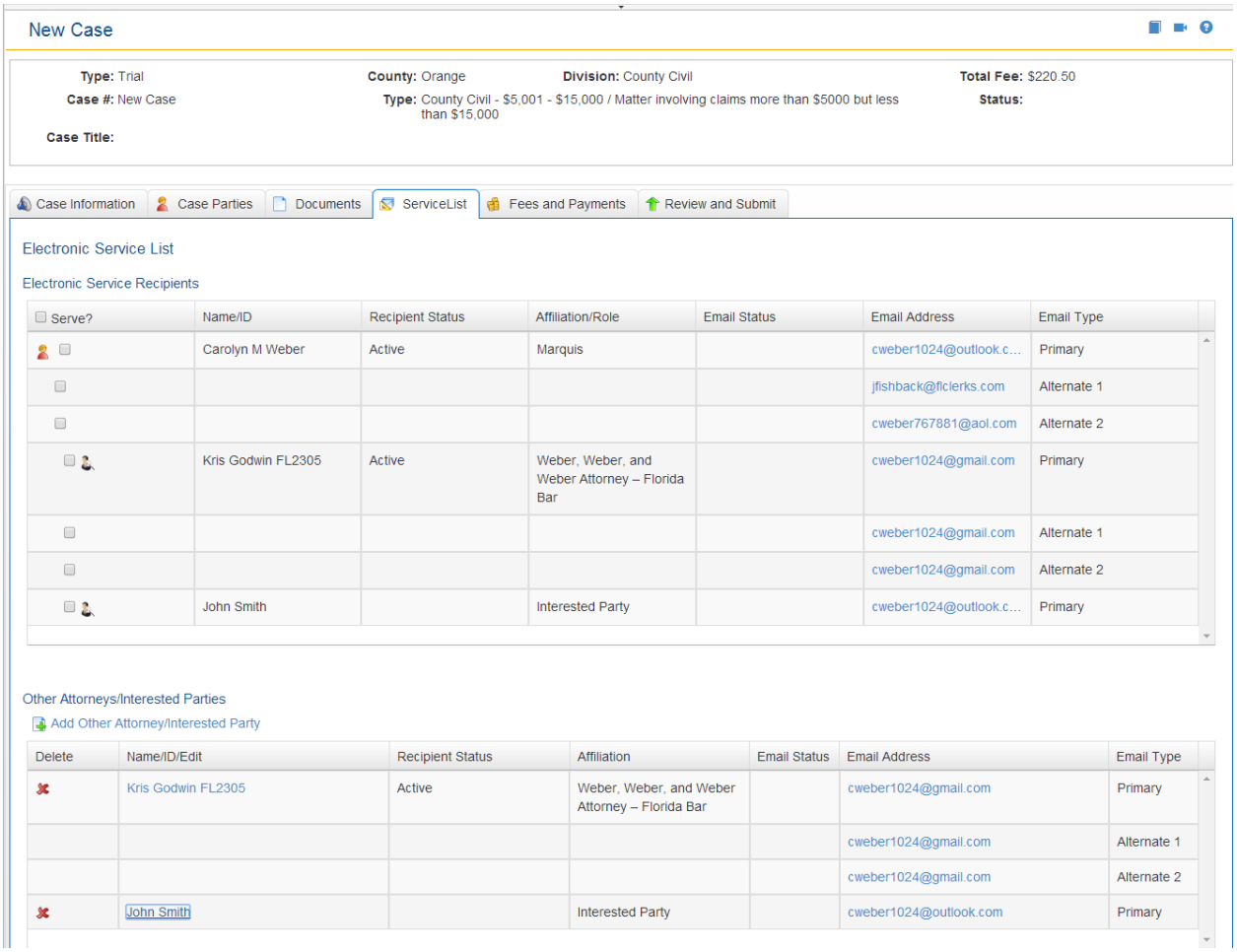


Select the person from the list that you would like to add to receive E-service in this case and click on **Select**.

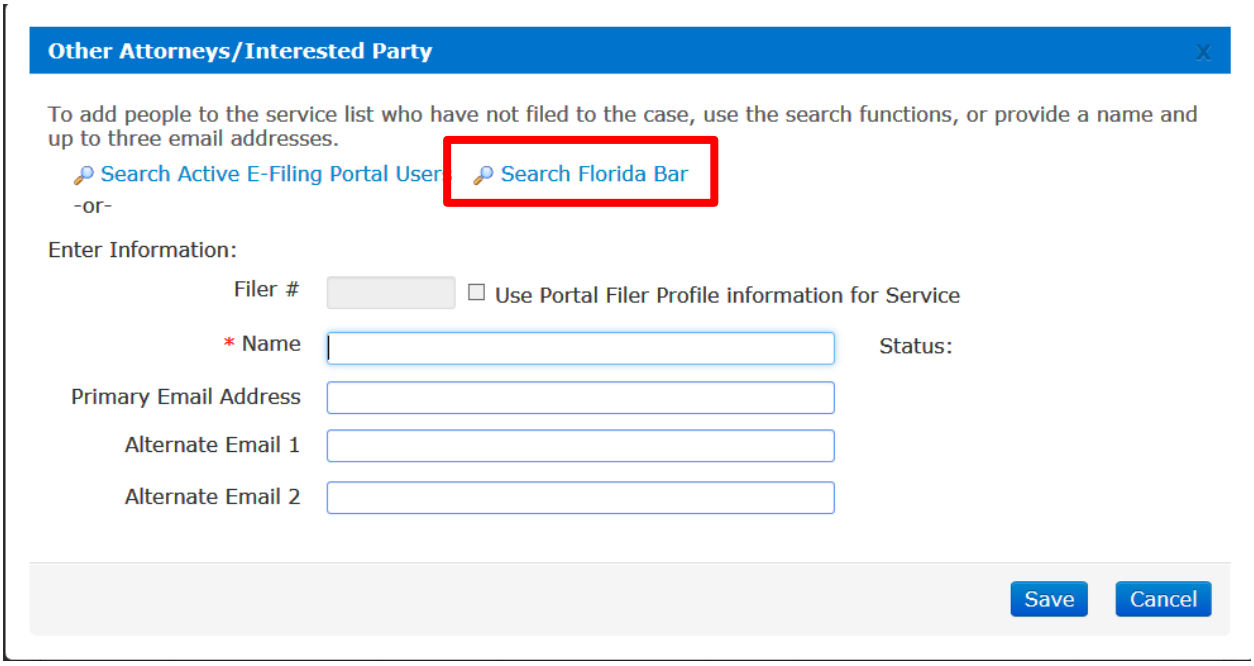


The Portal will validate the email address against the bounced back data base and provide the status of the email address as shown above. The required information will populate the screen after which you select **Save**.

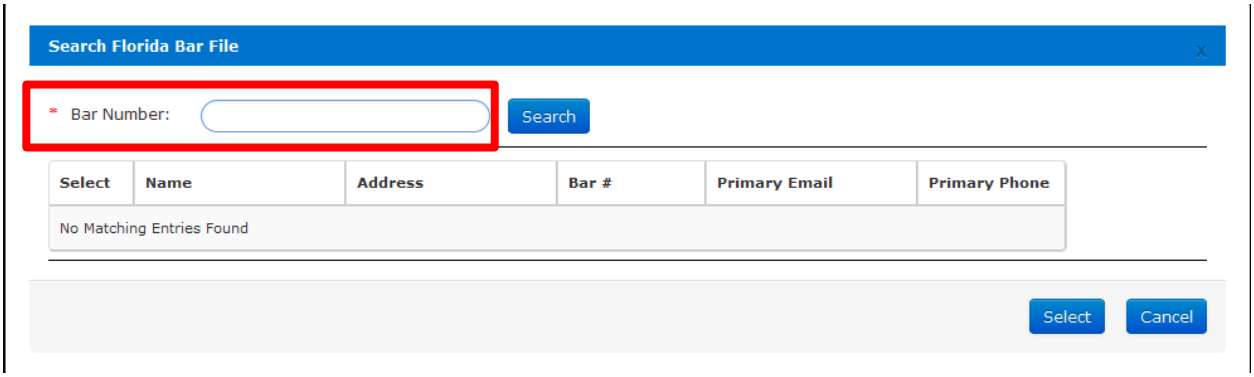
The Other Attorney/Interested Party you added will be added to the E-service List and also appear in the Other Attorneys/Interested Parties section of your E-service List. Only **you** can remove the people you add from the E-service List.



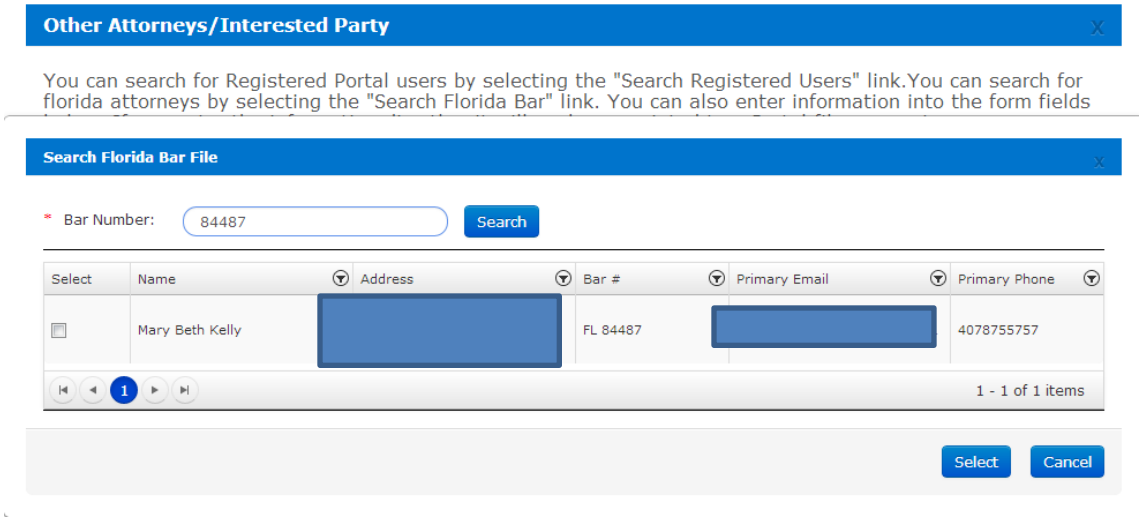
To add an Other Attorney to this list, you can also search the Florida Bar database. From the Other Attorneys/Interested Party screen select **Search Florida Bar**.


Other Attorneys/Interested Party
To add people to the service list who have not filed to the case, use the search functions, or provide a name and up to three email addresses.
Search Active E-Filing Portal User
Search Florida Bar
-or-
Enter Information:
Filer #
Use Portal Filer Profile information for Service
* Name
Status:
Primary Email Address
Alternate Email 1
Alternate Email 2
Save
Cancel

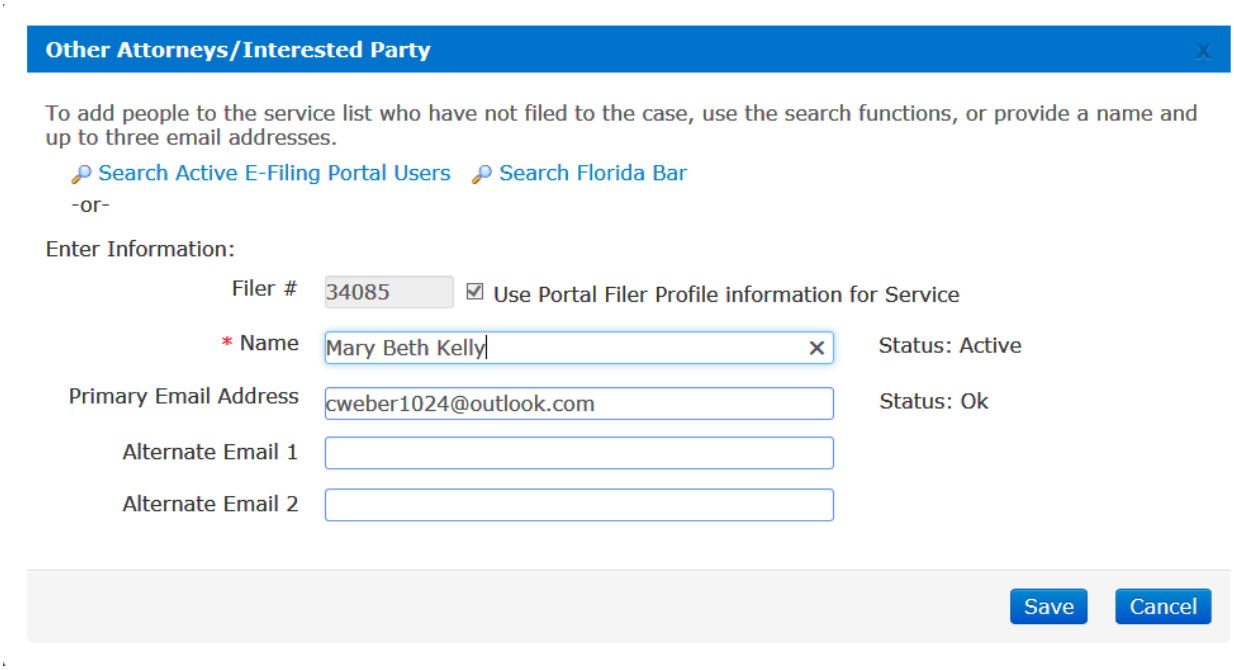
The Search Florida Bar File dialog box appears. The required field is designated by the red *.



Type in the Florida Bar number of the attorney you wish to add to the E-service List and select Search.

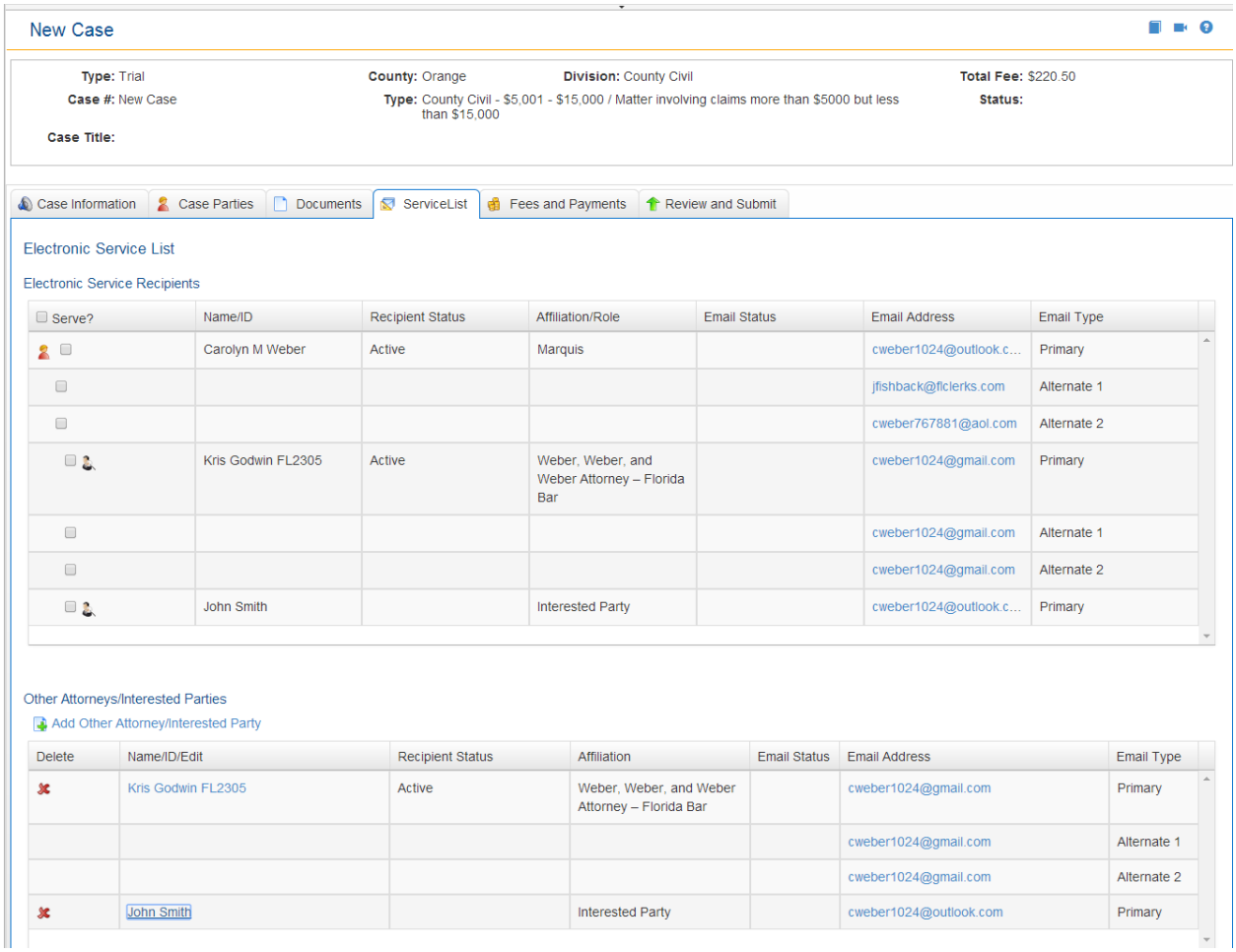


If this is the person you wish to add, place a check in the box under the Select column and then click on **Select**. This will add the selected attorney to the E-service list.



The Portal will validate the email address against the bounced back data base and provide the status of the email address as shown above. The required information will populate the screen after which you select **Save**.

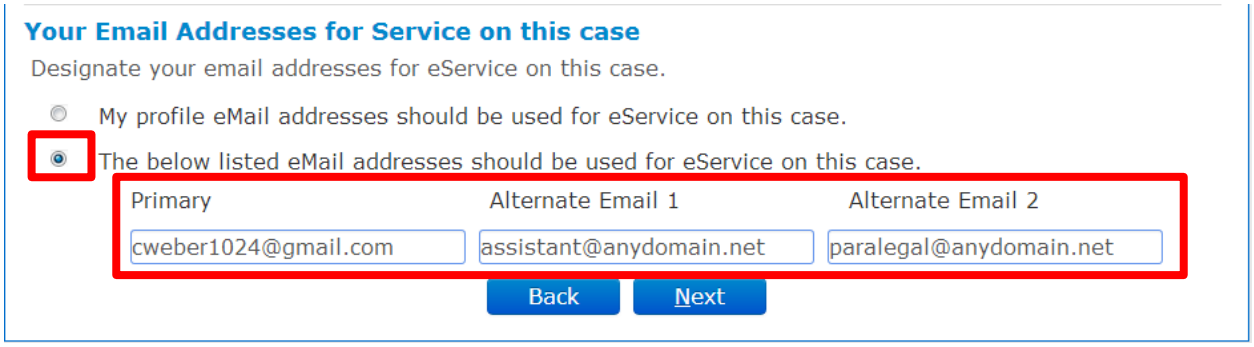
Select **Save** and the newly added attorney will appear on the E-service List for this case.



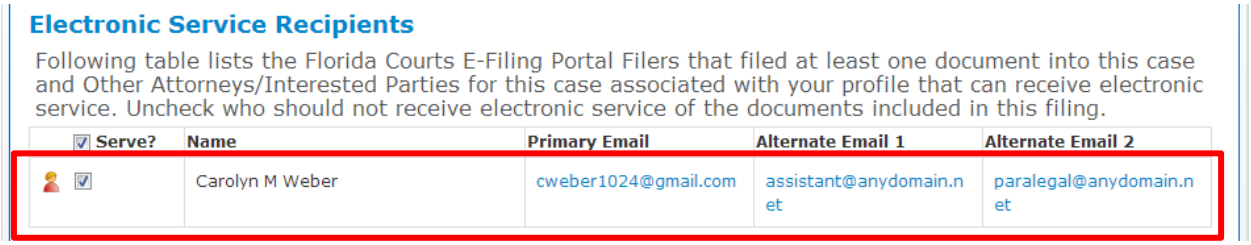
To designate email addresses for you the filer, you have the option to use either your default profile email addresses or designate up to three other email addresses to be used for this case only.

Your Email Addresses for Service on this case
Designate your email addresses for eService on this case.
My profile eMail addresses should be used for eService on this case.
The below listed eMail addresses should be used for eService on this case.
Primary
Alternate Email 1
Alternate Email 2
cweber1024@gmail.com
assistant@anydomain.net
paralegal@anydomain.net
Back
Next

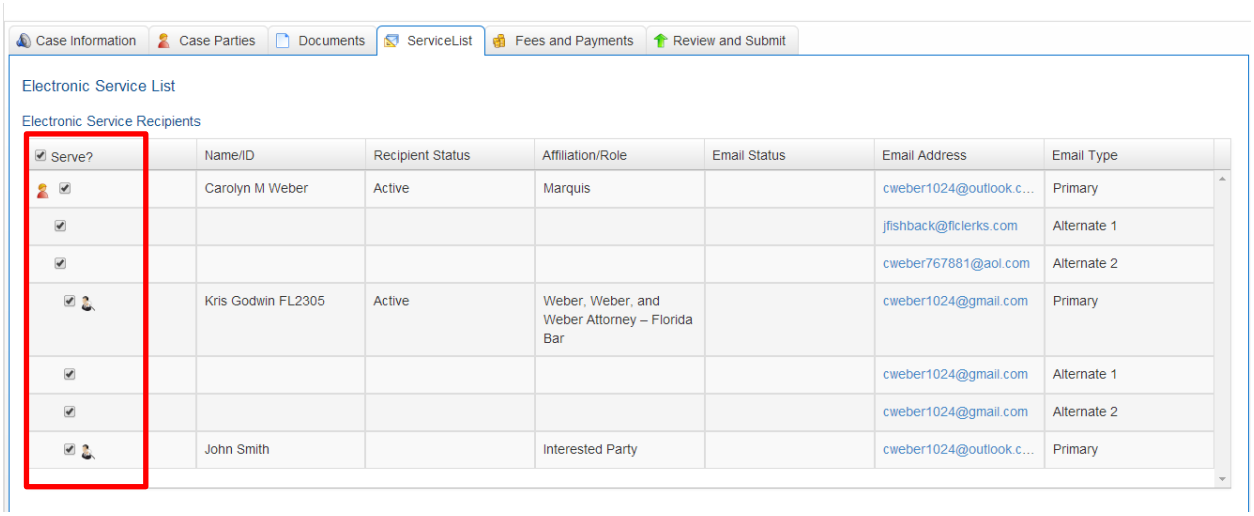
If you wish to use different email addresses for this case only, select the second radio button and type in up to three email addresses which will be used for E-service on this case only.


Your Email Addresses for Service on this case
Designate your email addresses for eService on this case.
My profile eMail addresses should be used for eService on this case.
The below listed eMail addresses should be used for eService on this case.
Primary
Alternate Email 1
Alternate Email 2
cweber1024@gmail.com
assistant@anydomain.net
paralegal@anydomain.net
Back
Next

Your designated email addresses will be added to the E-service List for this case only.

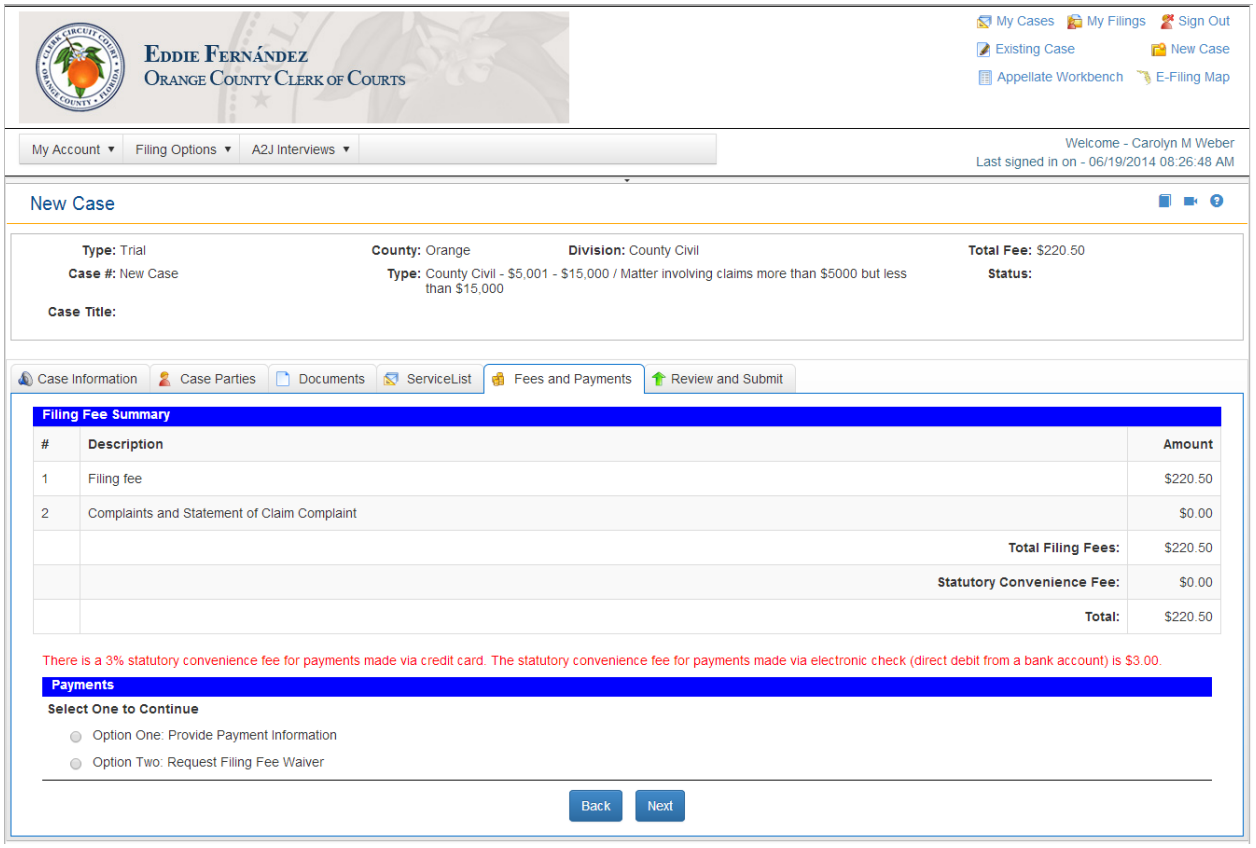

Electronic Service Recipients
Following table lists the Florida Courts E-Filing Portal Filers that filed at least one document into this case and Other Attorneys/Interested Parties for this case associated with your profile that can receive electronic service. Uncheck who should not receive electronic service of the documents included in this filing.
Serve?
Name
Primary Email
Alternate Email 1
Alternate Email 2
Carolyn M Weber
cweber1024@gmail.com
assistant@anydomain.net
paralegal@anydomain.net

Once you have added any Interested Parties/Other Attorneys, be sure to select from the E-serice Recipient List the people you wish to serve. You may select the entire list by placing a check in the box next to 'Serve?' in the column header.



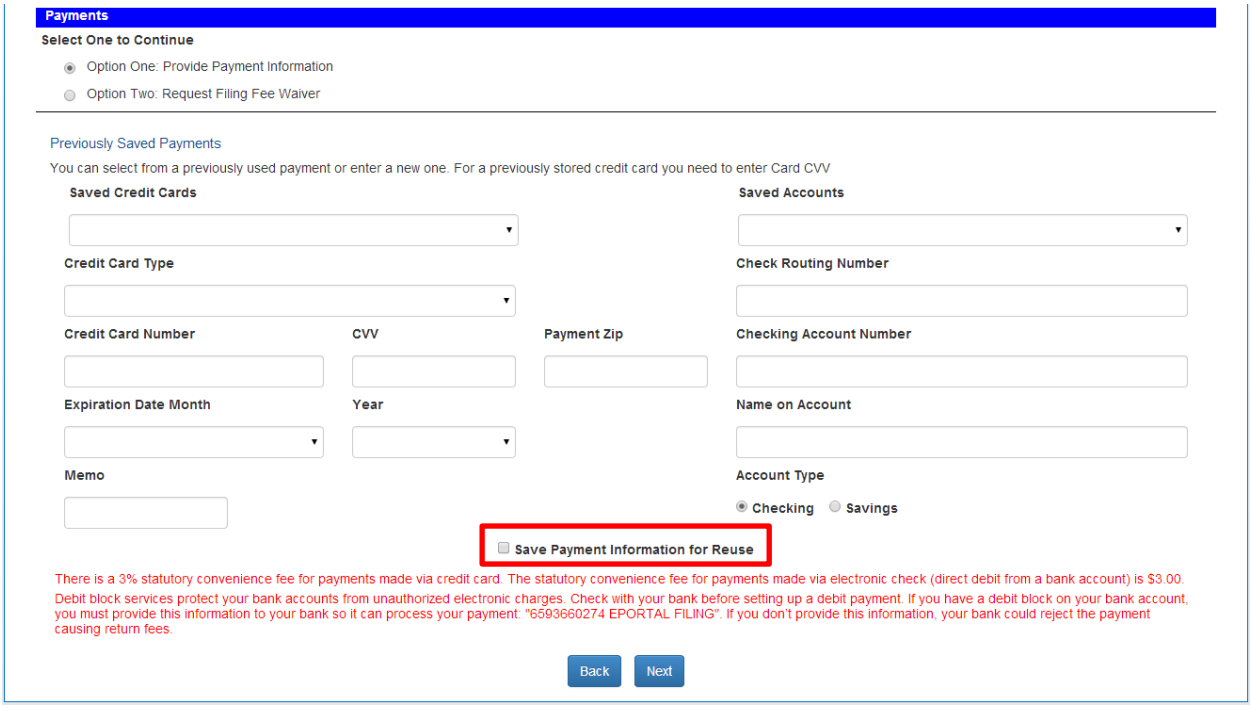
Fees and Payments – Trial Court

The filer is directed to the **Fees and Payments** page. There are two payment options: pay with a credit card or a check or fee waiver. Enter ***only*** one form of payment.



A breakdown of the filing fees are listed in the Fee Information portion of the page.

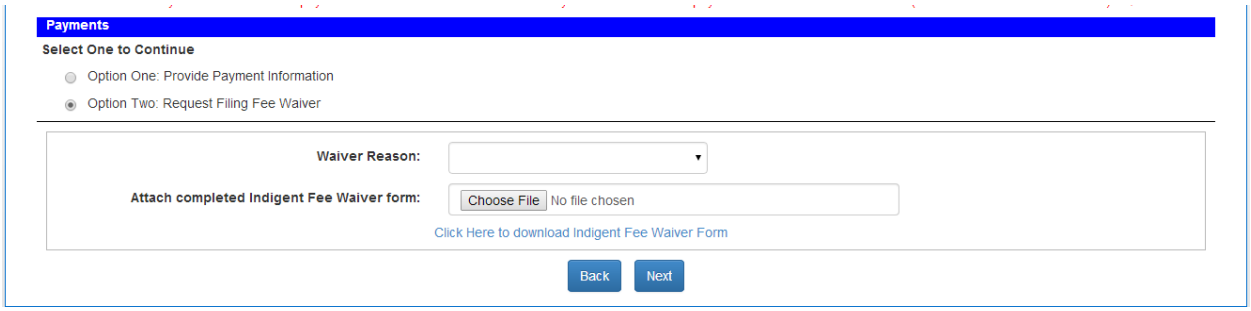
The filer may elect to use a credit card or e-check. Only one payment method is allowed. Once a user enters their payment information, the payment information may be stored for future use by checking the Save Payment Information for Reuse box.


Payments
Select One to Continue
Option One: Provide Payment Information
Option Two: Request Filing Fee Waiver
Previously Saved Payments
You can select from a previously used payment or enter a new one. For a previously stored credit card you need to enter Card CVV
Saved Credit Cards
Saved Accounts
Credit Card Type
Check Routing Number
Credit Card Number
CVV
Payment Zip
Checking Account Number
Expiration Date Month
Year
Name on Account
Memo
Account Type
Checking
Savings
Save Payment Information for Reuse
There is a 3% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is $3.00.
Debit block services protect your bank accounts from unauthorized electronic charges. Check with your bank before setting up a debit payment. If you have a debit block on your bank account, you must provide this information to your bank so it can process your payment: "6593660274 EPORTAL FILING". If you don't provide this information, your bank could reject the payment causing return fees.
Back
Next

The Portal accepts the following credit cards for payment:

- American Express Credit or Debit Cards
- Discover Credit or Debit Cards
- MasterCard Credit or Debit Cards
- Visa Credit or Debit cards <u>are not accepted</u> at this time
-

The filer may request a Waiver of the fees by selecting option two and completing the Waiver Reason and attach the Fee Waiver form.



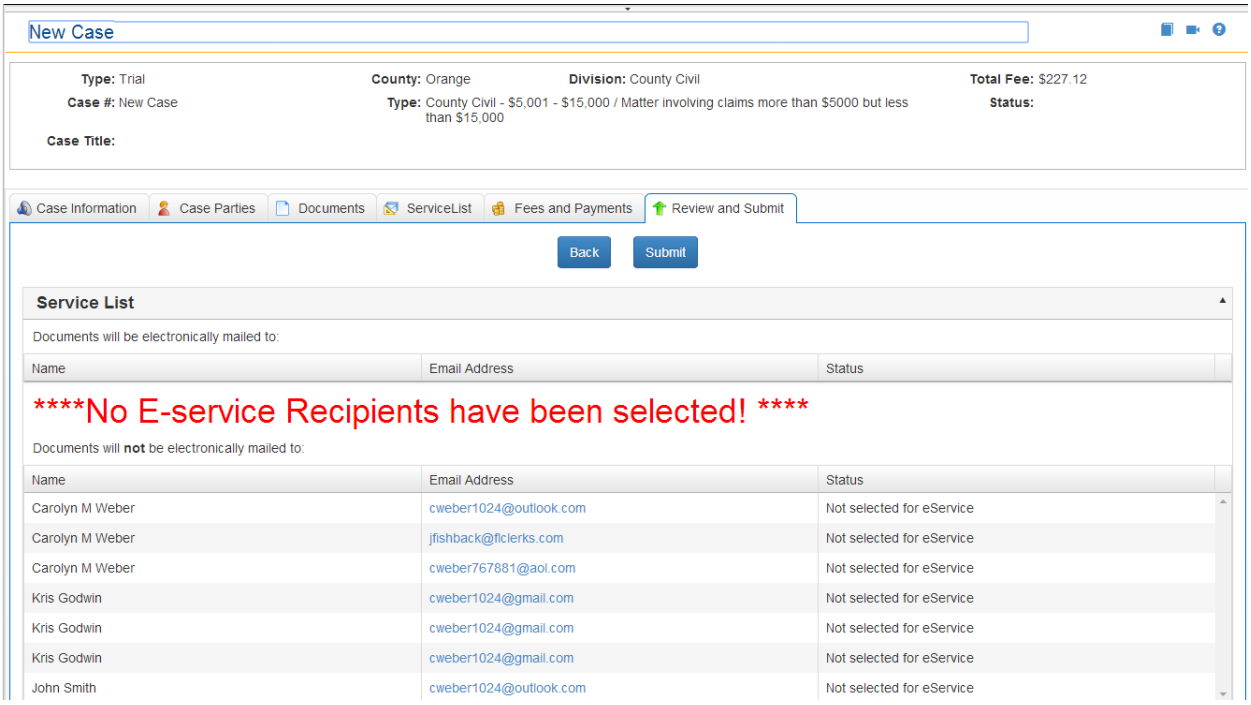
Note: An explanation of how the convenience fee is calculated and about Debit block services is provided in red text below the fee total.

What is C.V.V.? It is a 3 to 4 digit code found on the back of the credit card.

The Payment Zip Code is the zip code for the billing address of the credit card.
When the filer has completed adding all necessary payment information, click the **Next** button.
When the user clicks on the Submit button on the Review and Submit page, the credit card or check routing information is validated by the appropriate institution. Successful verification will place a hold on the funds until the clerk reviews and accepts the filing.

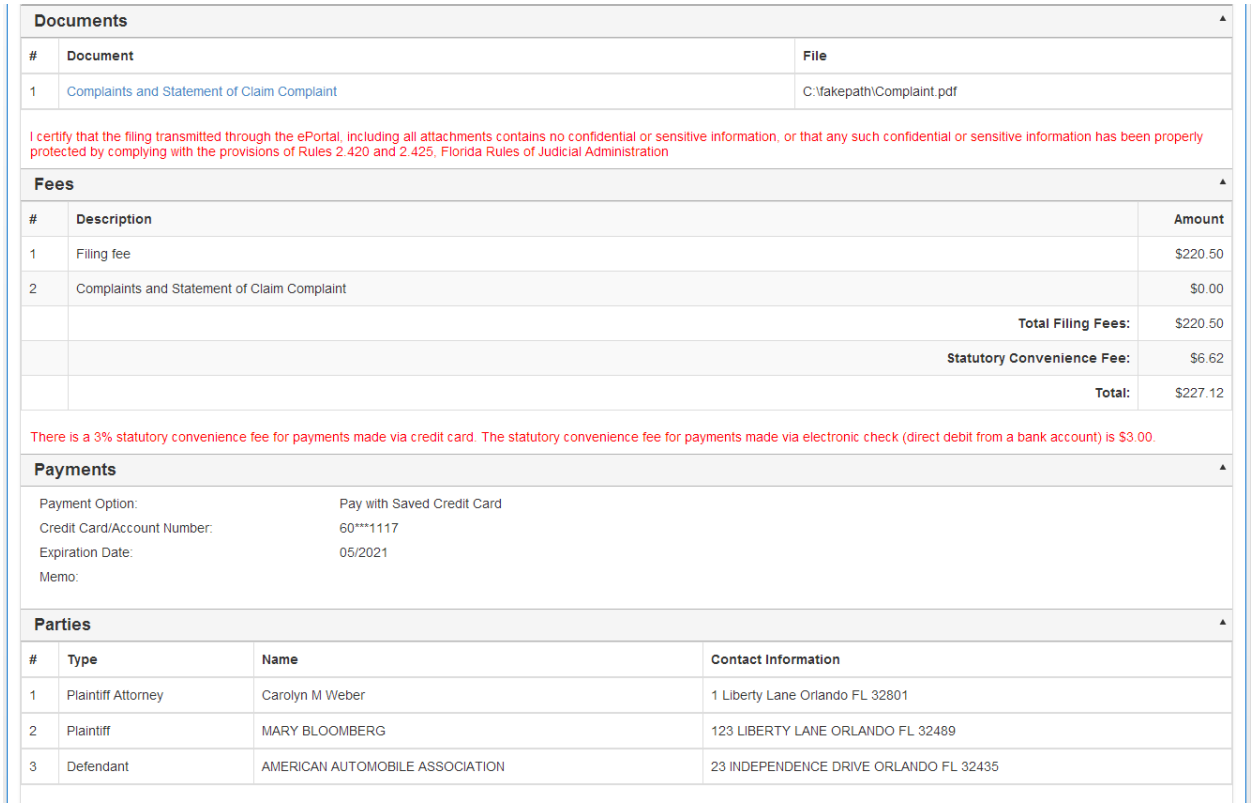
Review and Submit – Trial Court

Review and Submit all information carefully, clicking **Submit** is FINAL. If there are any edits or changes that need to be made, filer must click back to the **Case Information**, **Case Parties**, **Documents**, **ServiceList** and/or **Fees and Payments** tab(s) to make the changes and re-save the information. Once any edits to information have been made, Click **Submit.**



If no one has been selected for E-service on the ServiceList page, you will see an alert in the ServiceList section of the Review and Submit page. To correct, click on the ServiceList tab and make your service selections.

Next you see the Documents uploaded, Fees, Payments, Parties and the Filer information as shown below.



Documents

#	Document	File
1	Complaints and Statement of Claim Complaint	C:\fakepath\Complaint.pdf

I certify that the filing transmitted through the ePortal, including all attachments contains no confidential or sensitive information, or that any such confidential or sensitive information has been properly protected by complying with the provisions of Rules 2.420 and 2.425, Florida Rules of Judicial Administration

Fees

#	Description	Amount
1	Filing fee	$220.50
2	Complaints and Statement of Claim Complaint	$0.00
	Total Filing Fees:	$220.50
	Statutory Convenience Fee:	$6.62
	Total:	$227.12

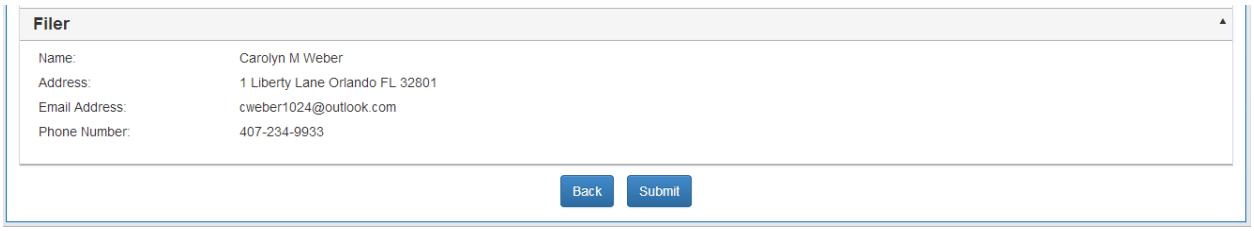
There is a 3% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is $3.00.

Payments

Payment Option: Pay with Saved Credit Card
Credit Card/Account Number: 60***1117
Expiration Date: 05/2021
Memo:

Parties

#	Type	Name	Contact Information
1	Plaintiff Attorney	Carolyn M Weber	1 Liberty Lane Orlando FL 32801
2	Plaintiff	MARY BLOOMBERG	123 LIBERTY LANE ORLANDO FL 32489
3	Defendant	AMERICAN AUTOMOBILE ASSOCIATION	23 INDEPENDENCE DRIVE ORLANDO FL 32435



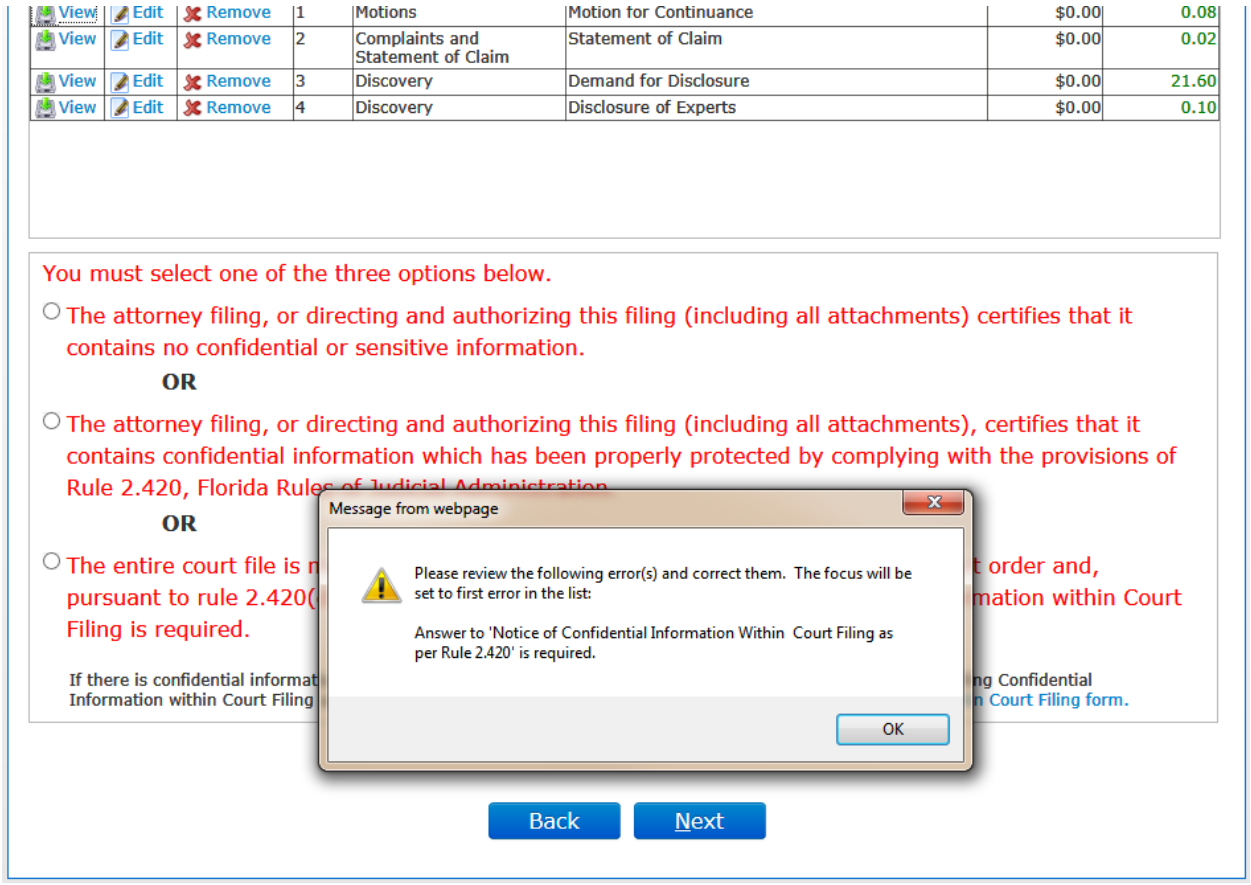
Filer

Name: Carolyn M Weber
Address: 1 Liberty Lane Orlando FL 32801
Email Address: cweber1024@outlook.com
Phone Number: 407-234-9933

Back Submit

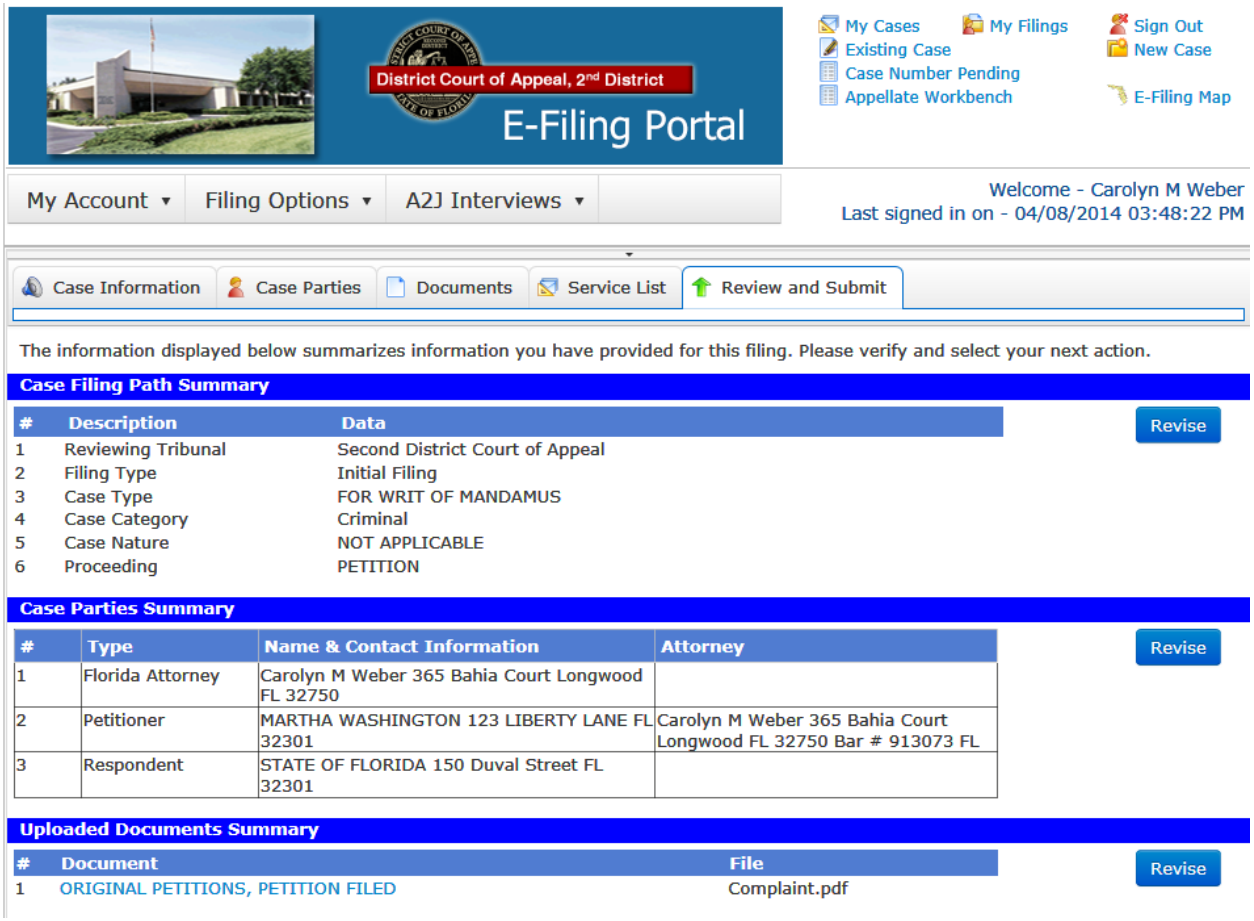
If the filer has failed to enter required information they will receive a pop up message providing information on what is missing.

An example would be if you forgot to make the confidentiality designation on the Documents page. If that is the case, the following error message will display and take the filer back to the Document page for correction of the error.

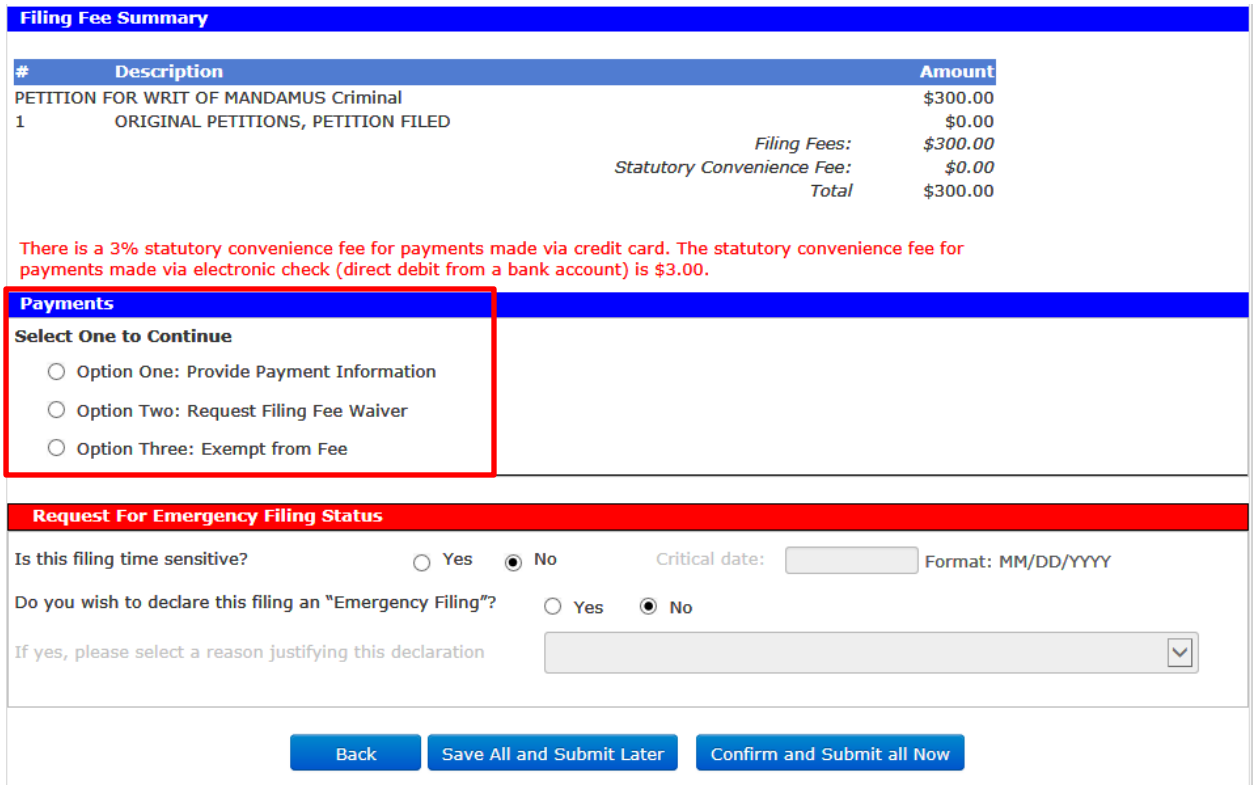

View Edit Remove 1 Motions Motion for Continuance $0.00 0.08
View Edit Remove 2 Complaints and Statement of Claim Statement of Claim $0.00 0.02
View Edit Remove 3 Discovery Demand for Disclosure $0.00 21.60
View Edit Remove 4 Discovery Disclosure of Experts $0.00 0.10
You must select one of the three options below.
The attorney filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.
OR
The attorney filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.
OR
The entire court file is n
t order and,
pursuant to rule 2.420(
mation within Court Filing is required.
If there is confidential informat
ng Confidential Information within Court Filing
n Court Filing form.
Message from webpage
Please review the following error(s) and correct them. The focus will be set to first error in the list:
Answer to 'Notice of Confidential Information Within Court Filing as per Rule 2.420' is required.
OK
Back
Next

Review and Submit – Appellate Court

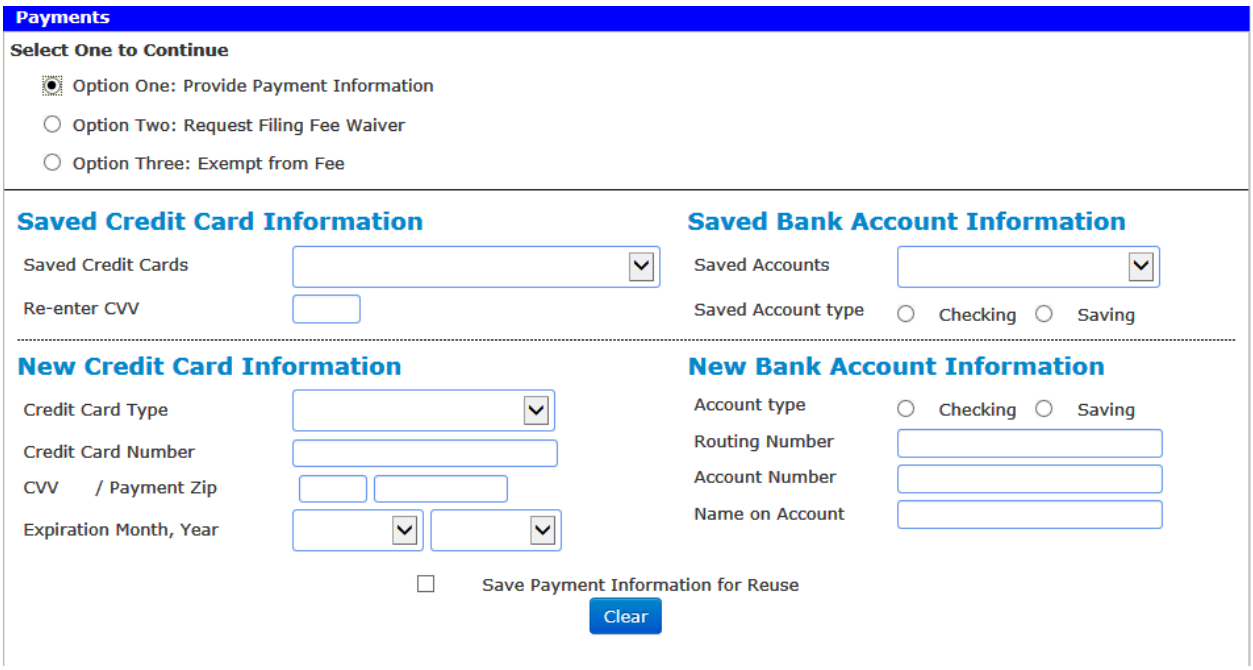
Review and Submit all information carefully, clicking **Submit** is FINAL. If there are any edits or changes that need to be made, filer must click Revise to go back to the page and make any corrections necessary.


District Court of Appeal, 2nd District
E-Filing Portal
My Cases
My Filings
Sign Out
Existing Case
New Case
Case Number Pending
Appellate Workbench
E-Filing Map
My Account
Filing Options
A2J Interviews
Welcome - Carolyn M Weber
Last signed in on - 04/08/2014 03:48:22 PM
Case Information
Case Parties
Documents
Service List
Review and Submit
The information displayed below summarizes information you have provided for this filing. Please verify and select your next action.
Case Filing Path Summary
Description Data
1 Reviewing Tribunal Second District Court of Appeal
2 Filing Type Initial Filing
3 Case Type FOR WRIT OF MANDAMUS
4 Case Category Criminal
5 Case Nature NOT APPLICABLE
6 Proceeding PETITION
Revise
Case Parties Summary
Type Name & Contact Information Attorney
1 Florida Attorney Carolyn M Weber 365 Bahia Court Longwood FL 32750
2 Petitioner MARTHA WASHINGTON 123 LIBERTY LANE FL 32301 Carolyn M Weber 365 Bahia Court Longwood FL 32750 Bar # 913073 FL
3 Respondent STATE OF FLORIDA 150 Duval Street FL 32301
Revise
Uploaded Documents Summary
Document File
1 ORIGINAL PETITIONS, PETITION FILED Complaint.pdf
Revise

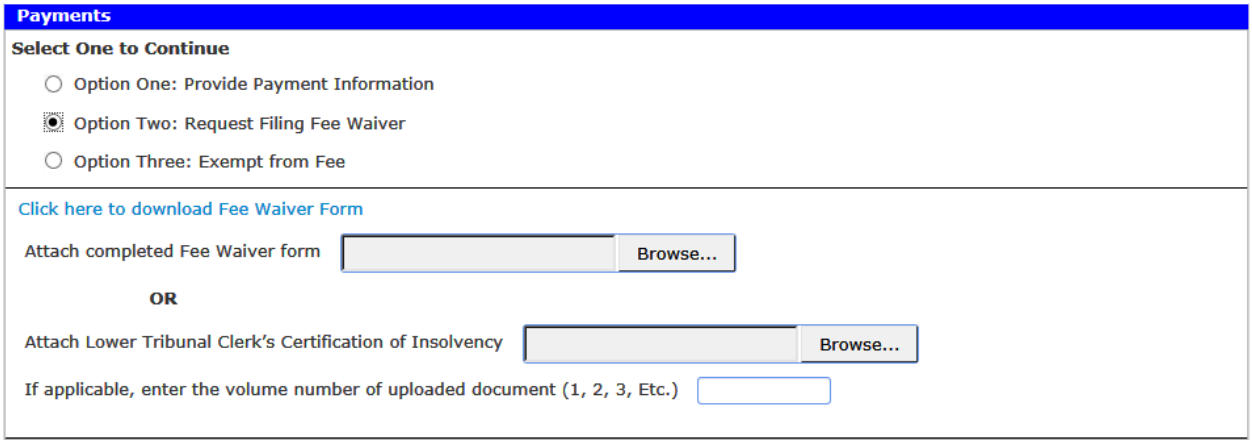
Since there is a statutory fee due, the filer must select a payment method. Select one of the Options and provide the payment information.


Filing Fee Summary
Description Amount
PETITION FOR WRIT OF MANDAMUS Criminal $300.00
1 ORIGINAL PETITIONS, PETITION FILED $0.00
Filing Fees: $300.00
Statutory Convenience Fee: $0.00
Total $300.00
There is a 3% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is $3.00.
Payments
Select One to Continue
Option One: Provide Payment Information
Option Two: Request Filing Fee Waiver
Option Three: Exempt from Fee
Request For Emergency Filing Status
Is this filing time sensitive? Yes No Critical date: Format: MM/DD/YYYY
Do you wish to declare this filing an "Emergency Filing"? Yes No
If yes, please select a reason justifying this declaration
Back
Save All and Submit Later
Confirm and Submit all Now

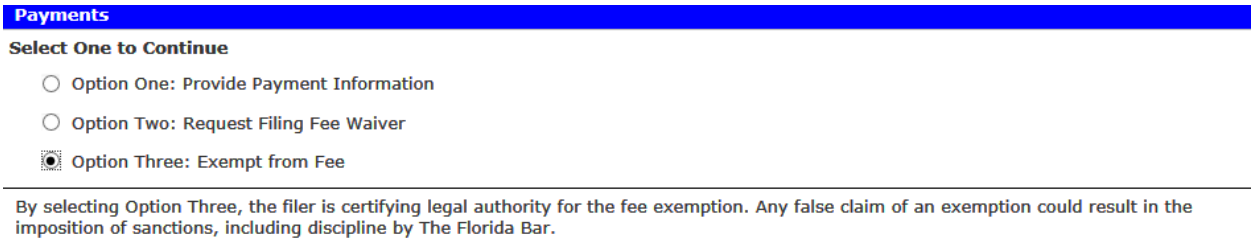
Option One: Provide Payment Information



Option Two: Request Filing Fee Waiver

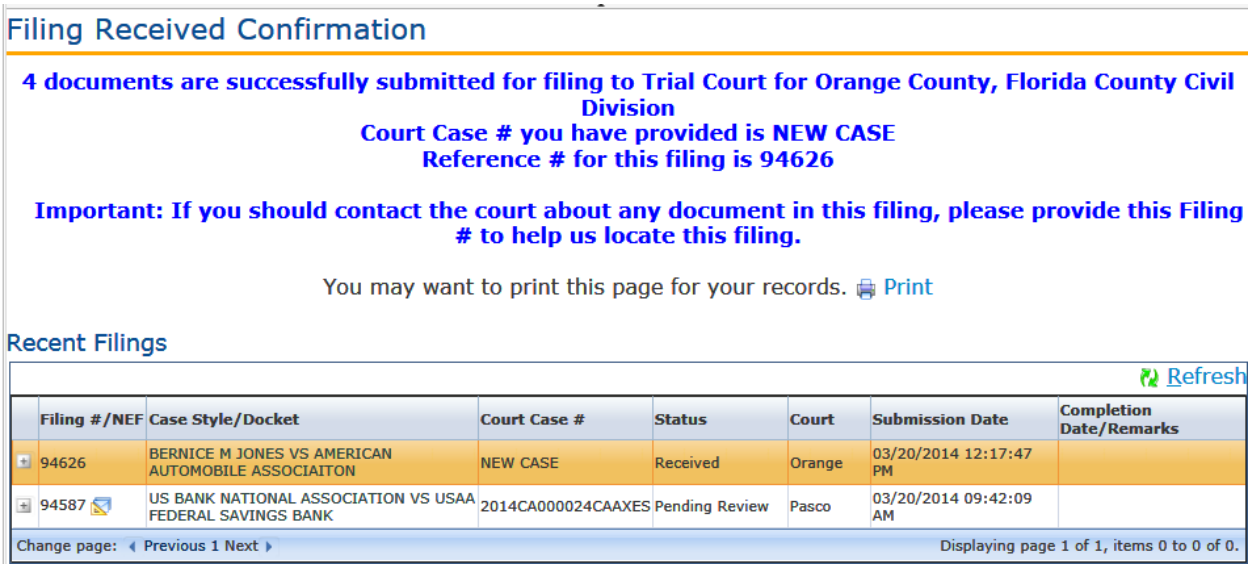

Payments
Select One to Continue
Option One: Provide Payment Information
Option Two: Request Filing Fee Waiver
Option Three: Exempt from Fee
Click here to download Fee Waiver Form
Attach completed Fee Waiver form
Browse...
OR
Attach Lower Tribunal Clerk's Certification of Insolvency
Browse...
If applicable, enter the volume number of uploaded document (1, 2, 3, Etc.)

Option Three: Exempt from Fee


Payments
Select One to Continue
Option One: Provide Payment Information
Option Two: Request Filing Fee Waiver
Option Three: Exempt from Fee
By selecting Option Three, the filer is certifying legal authority for the fee exemption. Any false claim of an exemption could result in the imposition of sanctions, including discipline by The Florida Bar.

Once you have submitted your Payment Method, Request for Emergency Filing Status is available if necessary. Then Save All and Submit Later which places this submission on the Appellate Workbench for submission at a later time or Conform and Submit all Now to file your new case immediately.

The filing is not submitted if required data is not entered. After the filing has been submitted, the filer will be at the Filing Received Confirmation page.



Filing Received Confirmation

4 documents are successfully submitted for filing to Trial Court for Orange County, Florida County Civil Division
Court Case # you have provided is NEW CASE
Reference # for this filing is 94626

Important: If you should contact the court about any document in this filing, please provide this Filing # to help us locate this filing.

You may want to print this page for your records. Print

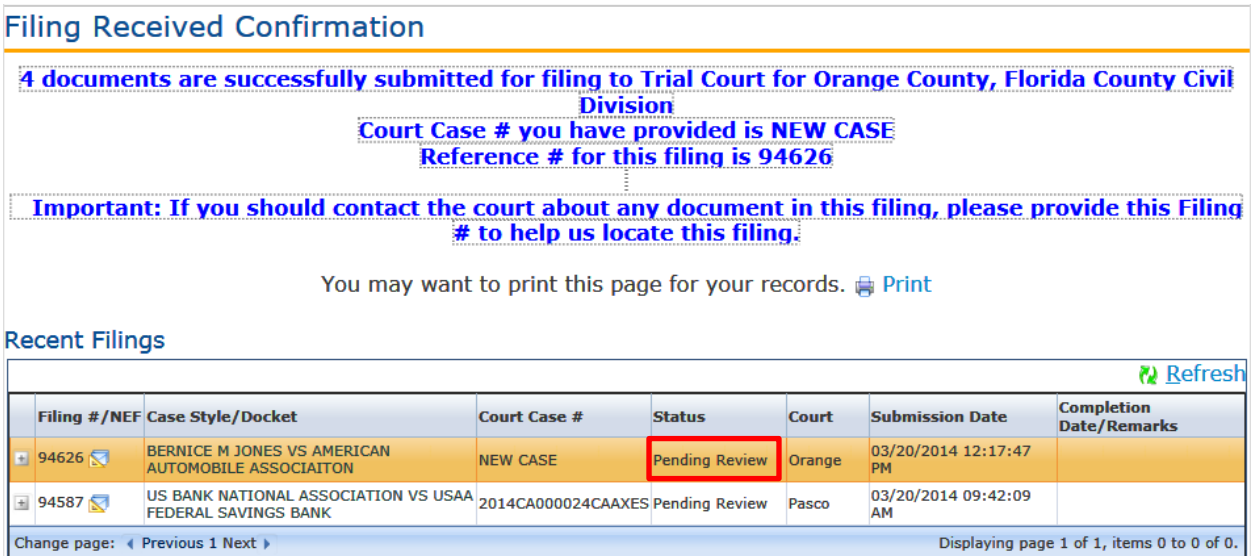
Recent Filings

Refresh

Filing #/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
94626	BERNICE M JONES VS AMERICAN AUTOMOBILE ASSOCIAITON	NEW CASE	Received	Orange	03/20/2014 12:17:47 PM	
94587	US BANK NATIONAL ASSOCIATION VS USAA FEDERAL SAVINGS BANK	2014CA000024CAAXES	Pending Review	Pasco	03/20/2014 09:42:09 AM	

Change page: Previous 1 Next — Displaying page 1 of 1, items 0 to 0 of 0.

Click **Refresh** to watch the Status of your submission change to Pending Review.



Filing Received Confirmation

4 documents are successfully submitted for filing to Trial Court for Orange County, Florida County Civil Division
Court Case # you have provided is NEW CASE
Reference # for this filing is 94626

Important: If you should contact the court about any document in this filing, please provide this Filing # to help us locate this filing.

You may want to print this page for your records. Print

Recent Filings

Refresh

Filing #/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
94626	BERNICE M JONES VS AMERICAN AUTOMOBILE ASSOCIAITON	NEW CASE	Pending Review	Orange	03/20/2014 12:17:47 PM	
94587	US BANK NATIONAL ASSOCIATION VS USAA FEDERAL SAVINGS BANK	2014CA000024CAAXES	Pending Review	Pasco	03/20/2014 09:42:09 AM	

Change page: Previous 1 Next — Displaying page 1 of 1, items 0 to 0 of 0.

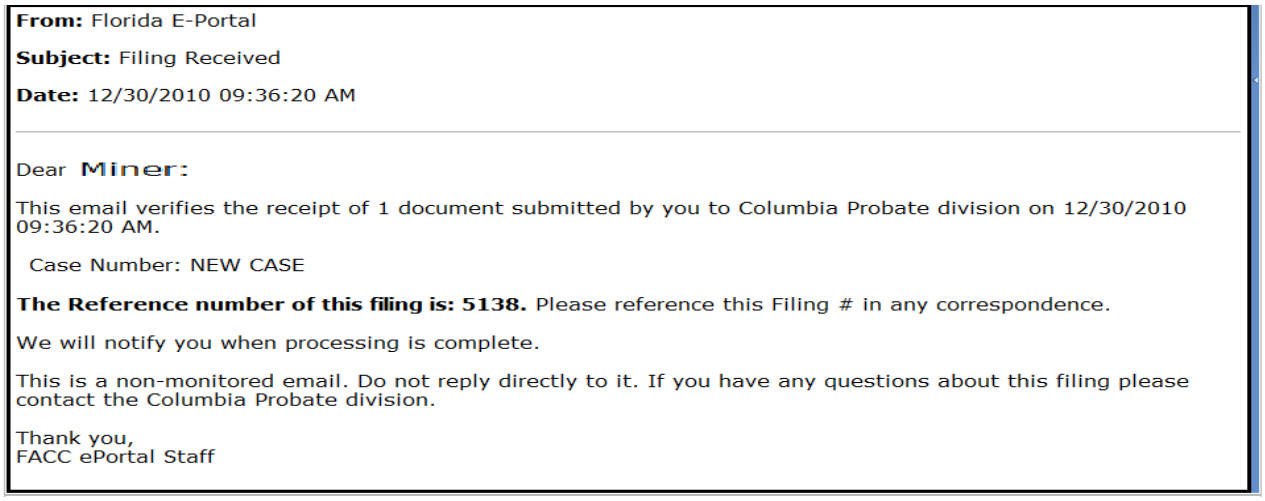
Confirmations of Filing

In total, the filer receives three (3) Confirmations during the filing process:

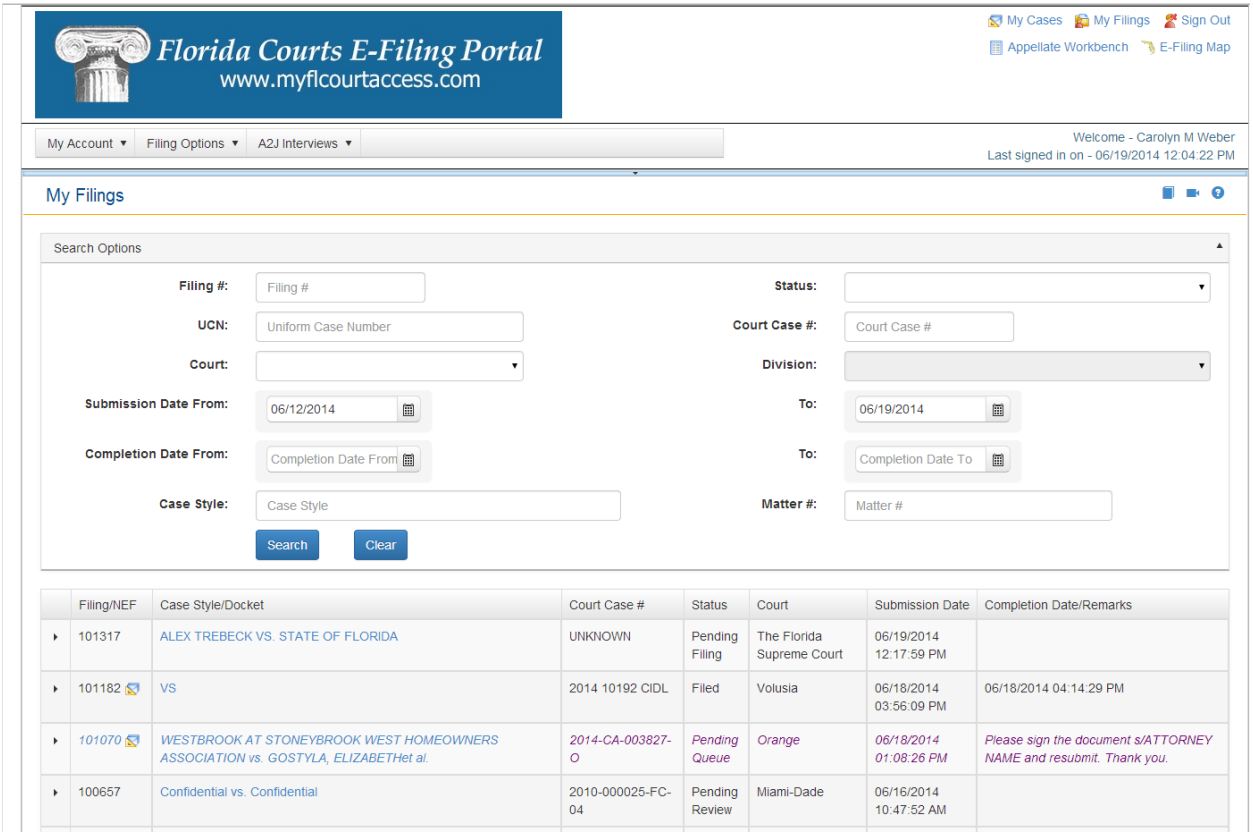
1. The **Filing Received Confirmation** page:
Immediately upon submitting the filing the filer will receive a confirmation notice. This notice provides the filing reference number. This number is needed if the filer contacts the county regarding the filing prior to a case number being assigned to the filing.

Filing Received Confirmation
3 documents are successfully submitted for filing to Trial Court for Orange County, Florida Circuit Civil Division
Clerk Case # you have provided is NEW CASE
Reference # for this filing is 86378
Important: If you should contact the court about any document in this filing, please provide this Filing # to help us locate this filing.
You may want to print this page for your records. Print
Recent Filings
Refresh
Filing # | UCN | Clerk Case # | Status | County | Division | Submission Date | Completion Date/Remarks
86378 | | NEW CASE | Received | Orange | Circuit Civil | 12/19/2013 01:06:57 PM |

2. An **Email**:
The filer receives an email regarding the filing in their email client account based on the email addresses in their profile. This email is also in the Email Log in the Portal.


From: Florida E-Portal
Subject: Filing Received
Date: 12/30/2010 09:36:20 AM
Dear Miner:
This email verifies the receipt of 1 document submitted by you to Columbia Probate division on 12/30/2010 09:36:20 AM.
Case Number: NEW CASE
The Reference number of this filing is: 5138. Please reference this Filing # in any correspondence.
We will notify you when processing is complete.
This is a non-monitored email. Do not reply directly to it. If you have any questions about this filing please contact the Columbia Probate division.
Thank you,
FACC ePortal Staff

3. The document displays in **My Filings** (notice there is no **Completion Date** at this time.) When the filer returns to the My Filings listing the new filing is displayed in the list.



Clerk Review

After the Clerk completes the review of the filing, the user receives another email verifying that the filing was processed successfully.

From: noreply@myflcourtaccess.com [mailto:noreply@myflcourtaccess.com]
Sent: Monday, February 28, 2011 2:28 PM
To: vminer@flclerks.com; vminer@flclerks.com; vminer@flclerks.com
Subject: Processing Completed for Filing # 6171

Dear Mother Miner:

This email verifies the processing of Filing # 6171 submitted by you to Circuit Court for Holmes County, Florida Probate division on 02/28/2011 02:24:23 PM.

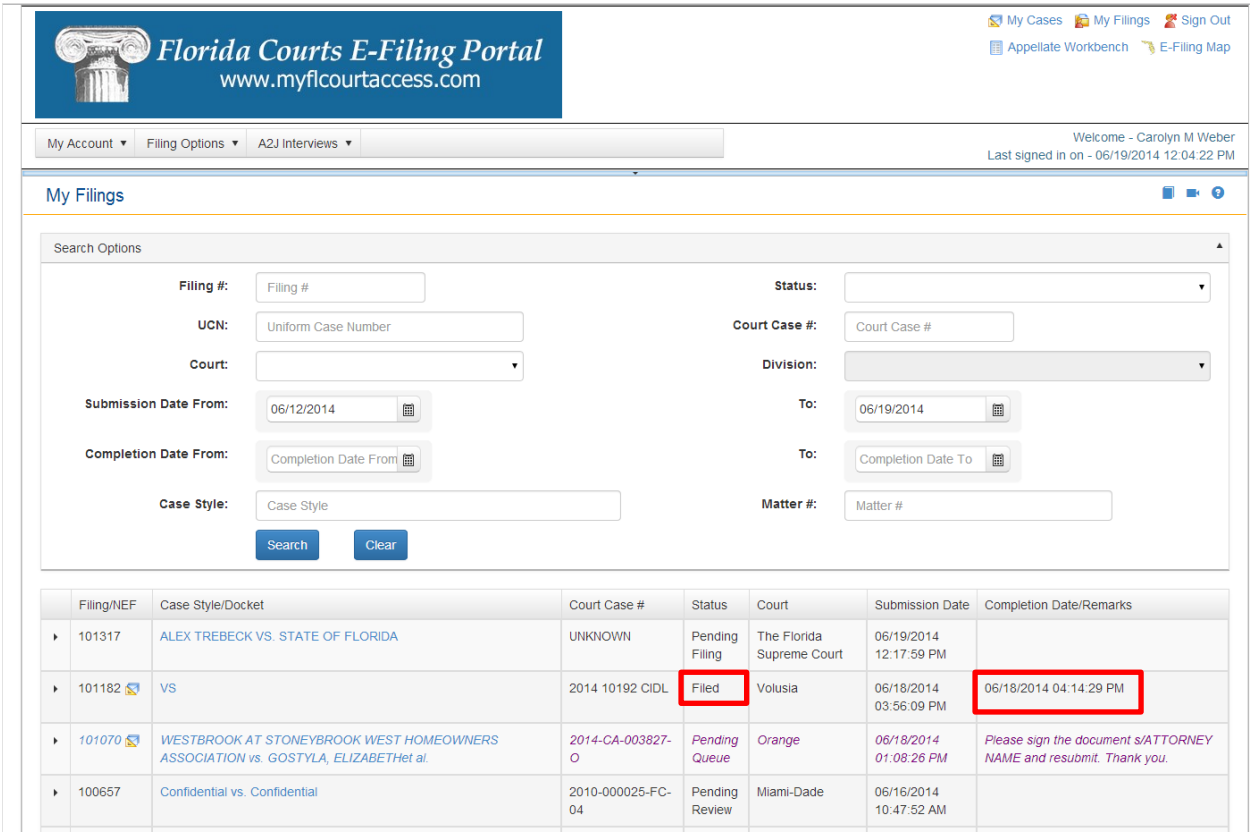
Case Number: 11000006PRAXMX

#	Document Type	Status	Filing Date	Rejection Reason	Your Attachment
1	All Certificate Of Death	Accepted	02/28/2011		Death.doc
2	All Petition For Formal Administration	Accepted	02/28/2011		PetitionFA.doc

This is a non-monitored email. Do not reply directly to it. If you have any questions about this filing, please contact the please contact the Circuit Court for Holmes County, Florida Probate division.

Thank you,
FACC ePortal Staff

The document now appears in **My Filings** with the **Completion Date** displayed.

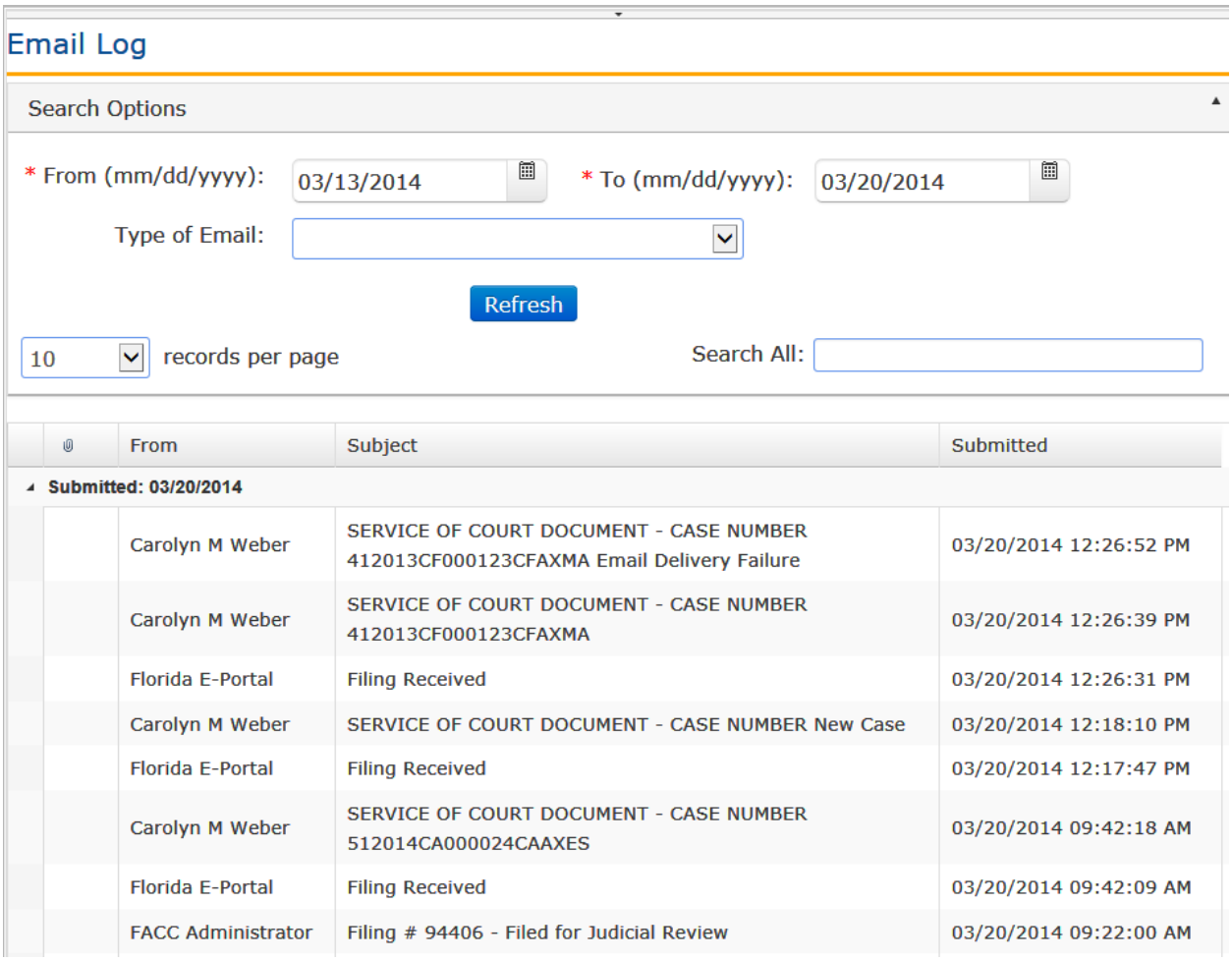


Notifications

The **Email Log** stores a record of all the filer's emails sorted in date order. This functionality allows filers to be able to view all their emails generated by the portal without requiring the filer to access an email client.

Notifications sent by Portal include:

- Initial notification of registration
- Notification to Activate your account
- Notification of password change
- Notification of document moved to pending queue
- Notification of processed filing
- Notification of Moved to Judicial Review



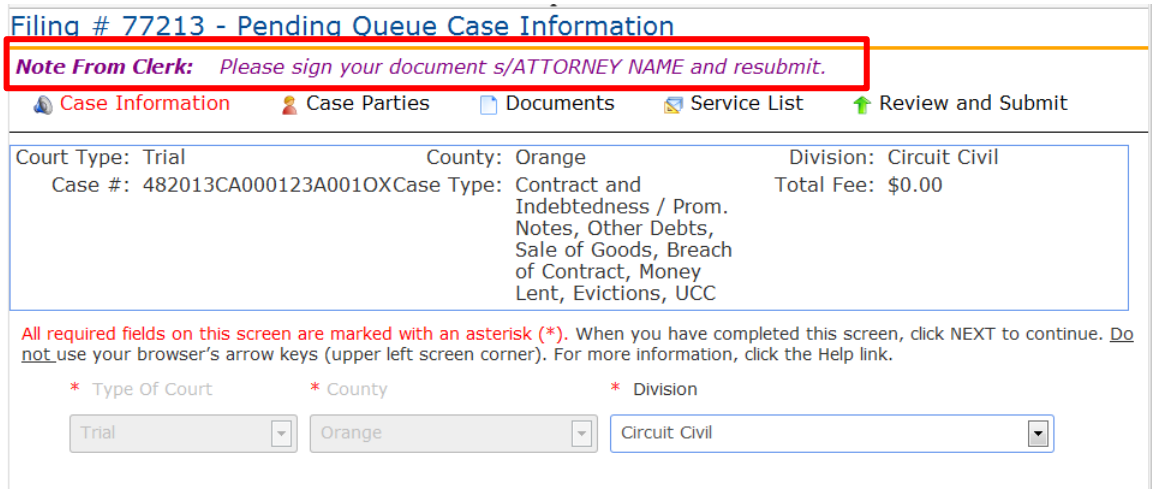
Note: If a filer deletes an email from their email client, the email still remains in this Email Log for 90 days.

Working Filings in the Pending Queue

When filings require correction by the filer, they are moved to a Pending Queue by the Clerk's office. Remarks will be shown in **My Filings** and the filer is notified of the specific issue by email notification as well.

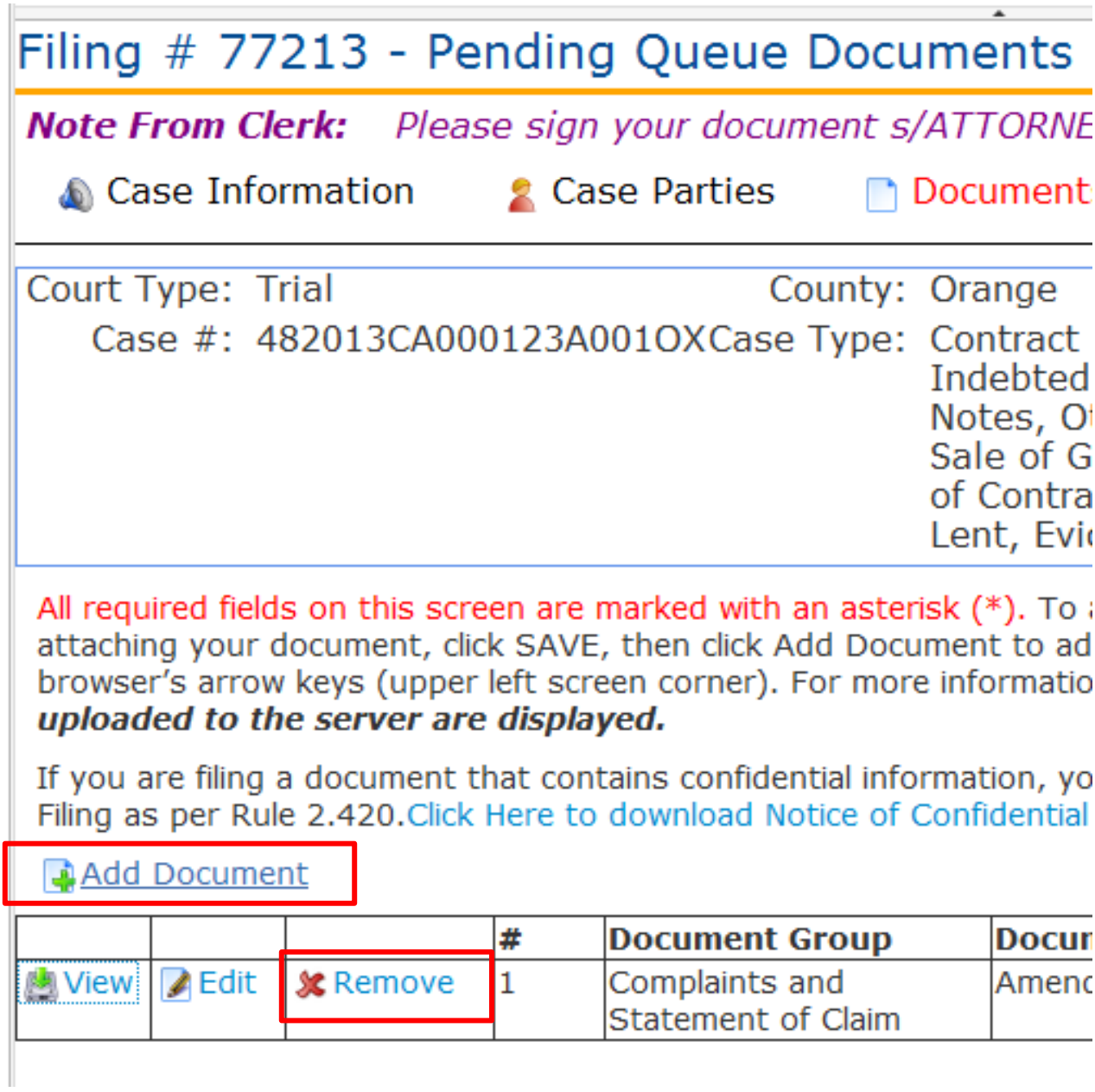
	Filing #/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
	94417	WILLIAMS, TERRACE A VS FLORIDA DEPT OF CORRECTIONS	13000123CAAXMX	Pending Review	Columbia	03/18/2014 03:17:39 PM	
	94406	STATE OF FLORIDA VS BENTZ,DEANNA	CRC1400001CFAWS	Pending Review	Pasco	03/18/2014 02:53:07 PM	
	94401	STATE OF FLORIDA VS VLADEFF,JOSEPH PAUL	CRC1400012CFAWS	Pending Review	Pasco	03/18/2014 02:48:19 PM	
	94300	STATE OF FLORIDA VS BARRETT,WHILDIN	CRC1400002CFAWS	Pending Review	Pasco	03/18/2014 10:48:03 AM	
	94298	STATE OF FLORIDA VS VLADEFF,JOSEPH PAUL	CRC1400012CFAWS	Pending Queue	Pasco	03/18/2014 10:43:46 AM	Please sign your document s/ATTORNEY NAME and resubmit. Thank you.
	94008	WILLIAMS, TERRACE A VS FLORIDA DEPT OF CORRECTIONS	13000123CAAXMX	Pending Review	Columbia	03/17/2014 11:22:39 AM	
	94001	MARTHA WASHINGTON VS. State of Florida	NEW CASE	Pending Filing	The Florida Supreme Court	03/17/2014 11:00:51 AM	

The filer will see the Filing # is hyperlinked. Click the link to open the filing and make corrections. All filings sent to the Pending Queue for correction must be corrected by the filer and resubmitted to the Clerk's office within five (5) business days as specified in AO-09-30. The Note From Clerk is also displayed advising of the document deficiency.

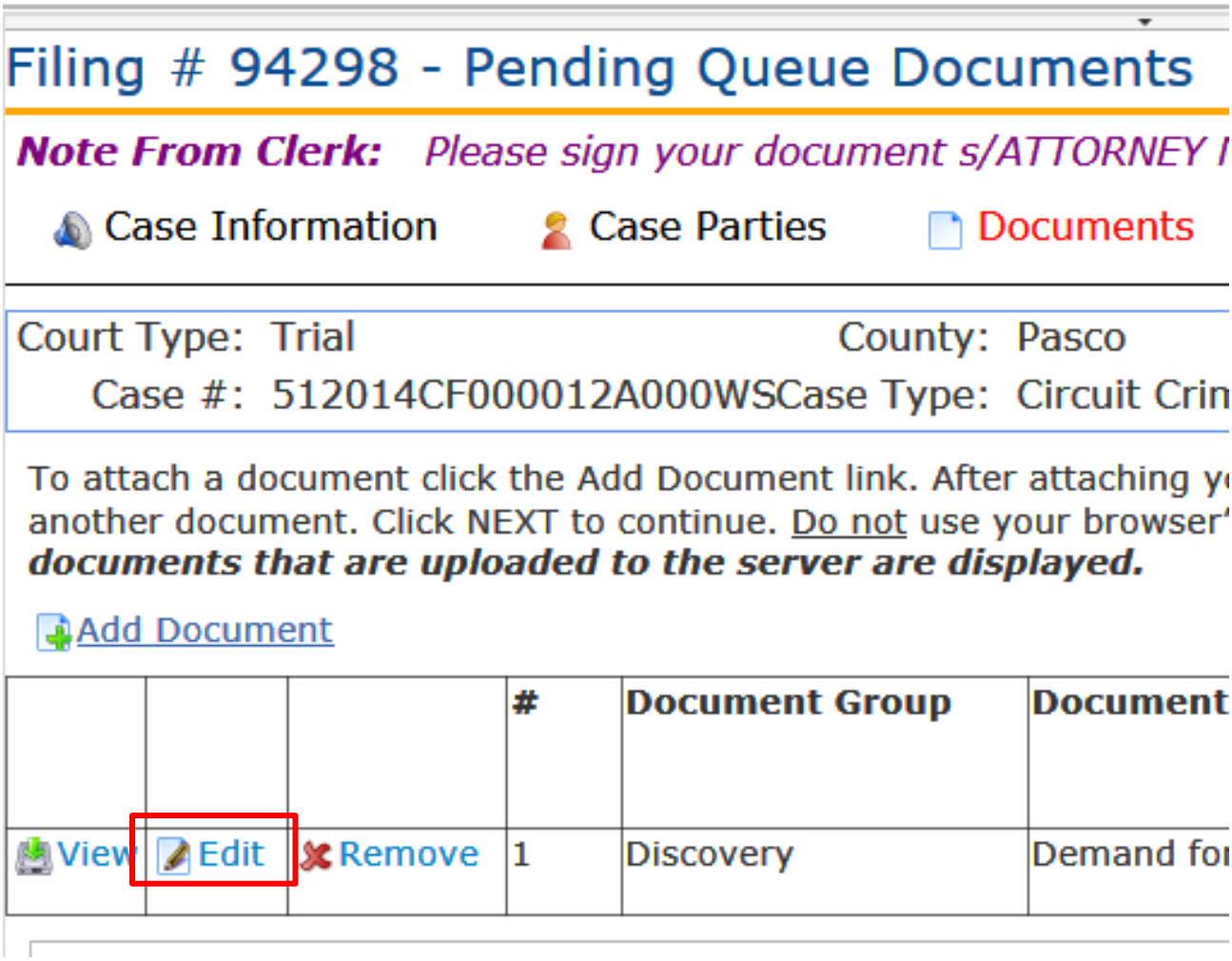

Filing # 77213 - Pending Queue Case Information
Note From Clerk: Please sign your document s/ATTORNEY NAME and resubmit.
Case Information
Case Parties
Documents
Service List
Review and Submit
Court Type: Trial
County: Orange
Division: Circuit Civil
Case #: 482013CA000123A001OX
Case Type: Contract and Indebtedness / Prom. Notes, Other Debts, Sale of Goods, Breach of Contract, Money Lent, Evictions, UCC
Total Fee: $0.00
All required fields on this screen are marked with an asterisk (*). When you have completed this screen, click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner). For more information, click the Help link.
* Type Of Court
* County
* Division
Trial
Orange
Circuit Civil

Portal Time Stamp

If there is an issue with the document and you ***remove*** or ***add*** documents to the filing, you will receive a new file stamp date and time for the filing.

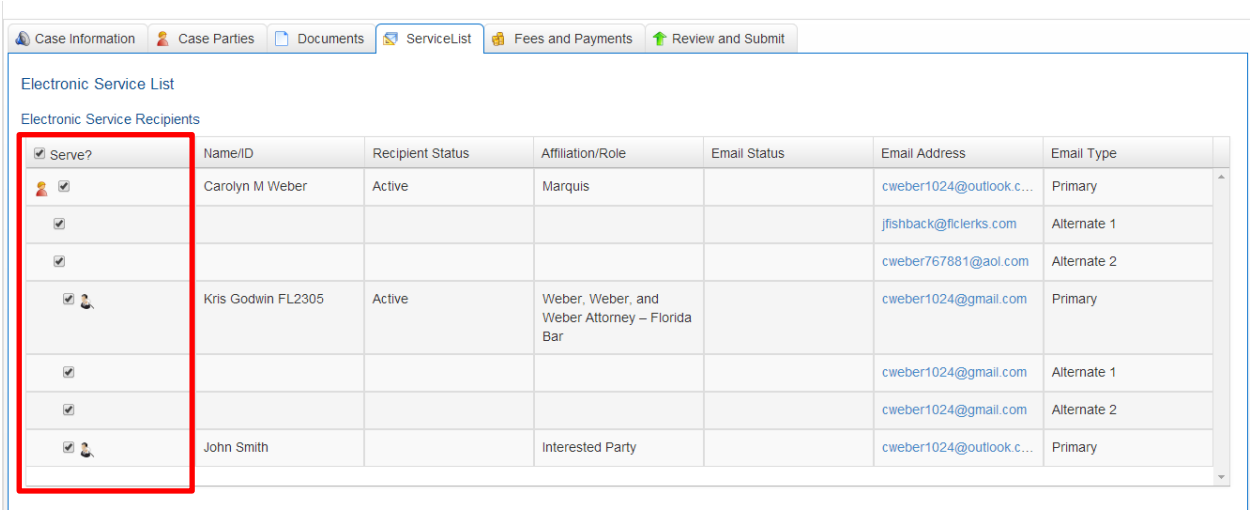


If you edit the document, the official file stamp date and time will remain the same as when originally filed. If you remove the document and add a new document, the official file stamp date and time will be the current date.



E-service Page

Next you come to the E-service Page. Any attorney that has electronically filed at least one document to the case is automatically added to the E-service Recipient List. To provide service of the documents you are filing, select the names and the associated email addresses from the E-service List. If you do not wish to serve a person listed in the Electronic Service Recipient list, do not check that name and associated email addresses. To select the entire list, place a check in the box next to 'Serve?' in the column header.

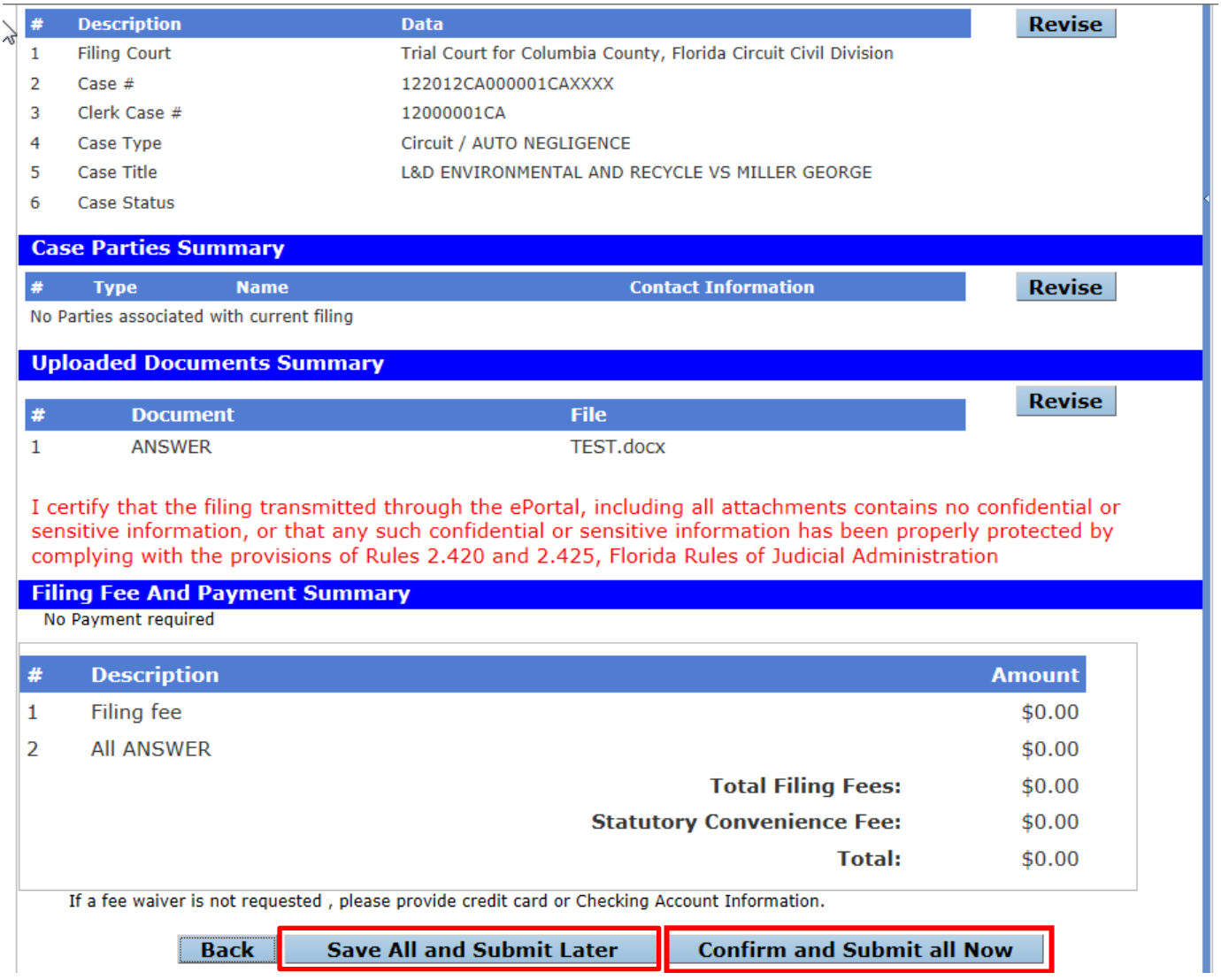


Review and Submit

After the Service List page you will come to the Review and Submit page. If your filing is a new case you will have to resubmit your payment. Your first payment will not be charged to your account. It will authorize but not settle.

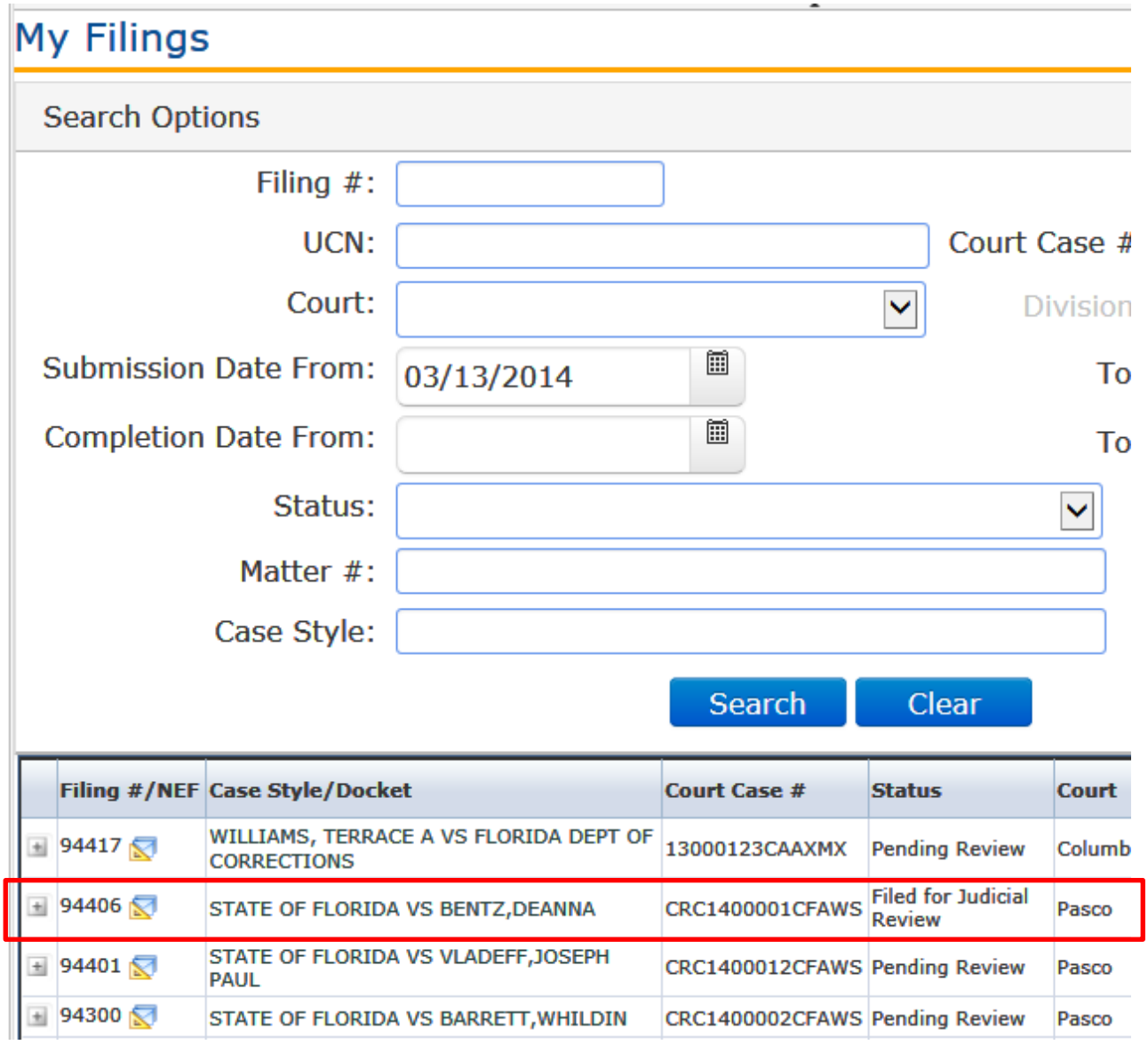
After the document has been updated and is ready for resubmission, check your filing on the review and submit page.

You may save your work on your corrected filing by selecting 'Select All and Submit Later'. When you are ready to submit, go to your My Filings page and select the filing id. The status will remain 'Pending Queue' until it is resubmitted.


Revise
Description Data
1 Filing Court Trial Court for Columbia County, Florida Circuit Civil Division
2 Case # 122012CA000001CAXXXX
3 Clerk Case # 12000001CA
4 Case Type Circuit / AUTO NEGLIGENCE
5 Case Title L&D ENVIRONMENTAL AND RECYCLE VS MILLER GEORGE
6 Case Status
Case Parties Summary
Type Name Contact Information
Revise
No Parties associated with current filing
Uploaded Documents Summary
Revise
Document File
1 ANSWER TEST.docx
I certify that the filing transmitted through the ePortal, including all attachments contains no confidential or sensitive information, or that any such confidential or sensitive information has been properly protected by complying with the provisions of Rules 2.420 and 2.425, Florida Rules of Judicial Administration
Filing Fee And Payment Summary
No Payment required
Description Amount
1 Filing fee $0.00
2 All ANSWER $0.00
Total Filing Fees: $0.00
Statutory Convenience Fee: $0.00
Total: $0.00
If a fee waiver is not requested , please provide credit card or Checking Account Information.
Back
Save All and Submit Later
Confirm and Submit all Now

Filed For Judicial Review

If a document that has been moved to Pending Queue has not been corrected within five (5) business days, the county has the ability to move the filing to Judicial Review. Once a document has been moved to Judicial Review, no updates/corrections can be made on the Portal.



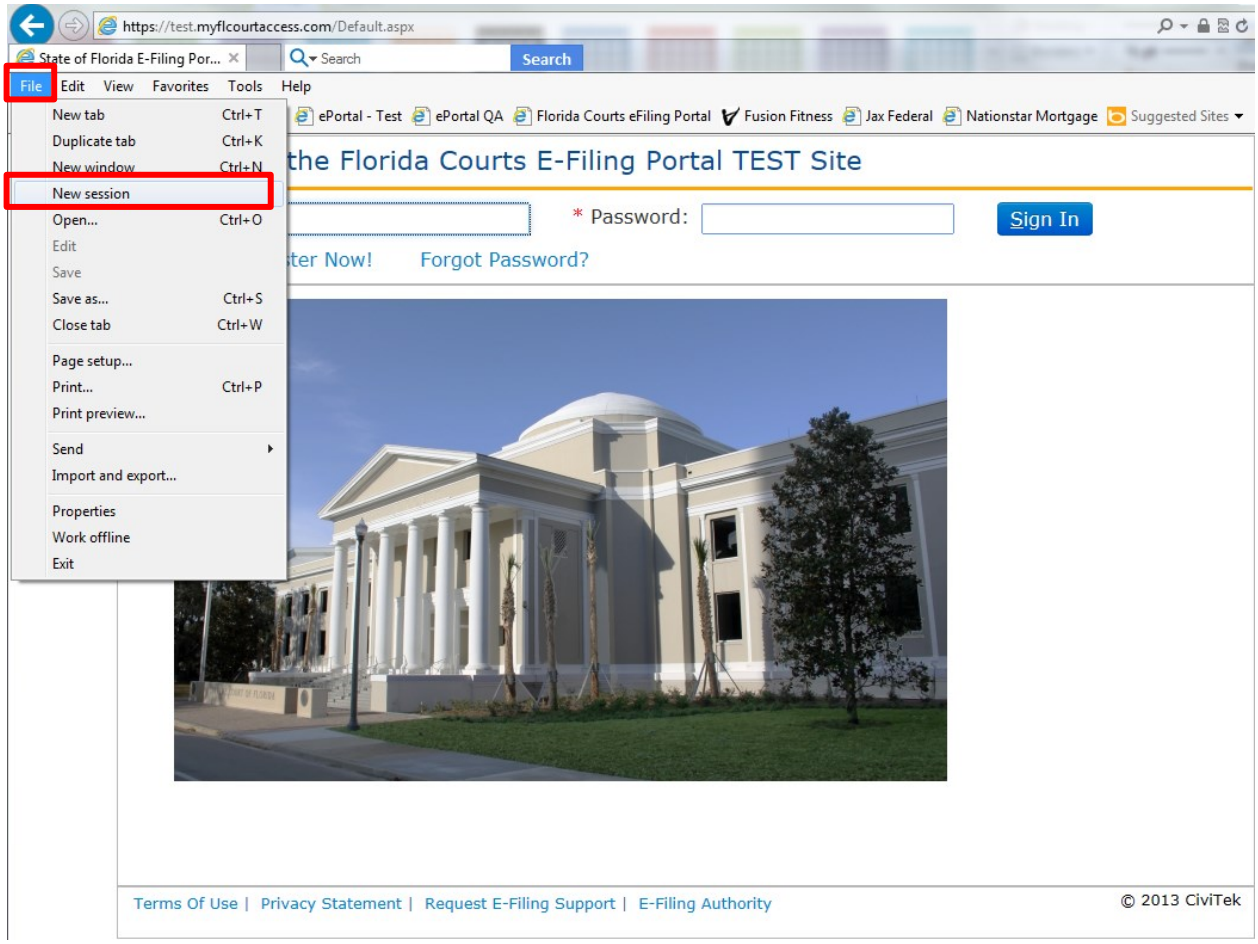
Filing #/NEF	Case Style/Docket	Court Case #	Status	Court
94417	WILLIAMS, TERRACE A VS FLORIDA DEPT OF CORRECTIONS	13000123CAAXMX	Pending Review	Columb
94406	STATE OF FLORIDA VS BENTZ,DEANNA	CRC1400001CFAWS	Filed for Judicial Review	Pasco
94401	STATE OF FLORIDA VS VLADEFF,JOSEPH PAUL	CRC1400012CFAWS	Pending Review	Pasco
94300	STATE OF FLORIDA VS BARRETT,WHILDIN	CRC1400002CFAWS	Pending Review	Pasco

Open Multiple Portal Sessions

When opening multiple sessions of the Portal **do not** open them in tabs in the same Internet Browser session. Instead open a new Internet Browser Session.

In the open browser window

- Click on File
- Click on New Session



Document Submission Standards

The following guidelines should be followed in preparing documents that will be attached to Portal filings:

- Documents should be a standard size of 8 ½ x 11 inches as defined in RJA 2.520
- Document should be computer generated whenever possible with the electronic signature typed in and converted to a searchable PDF document
- Documents should leave blank a 3 x 3 inch space at the top right-hand corner on the first page, and a 1 x 3 inch space at the top right-hand corner on each subsequent page, to accommodate statewide standard date/time stamps as defined in RJA 2.520
- Where possible, documents should be electronically signed as defined in AO 09-30, Standards for Electronic Access to the Courts
- Black and white, non-color documents are preferred
- Scanned documents should be at a resolution of 300 DPI as defined in the State of Florida Electronic Records and Records Management Practices and scan as little as possible
- Multiple pleadings, motions, etc. should not be combined into one single file; each individual document should be uploaded via the Portal document submission process
- A deviation from these guidelines may result in the submitted filing being moved to a Pending Queue with the filer being notified via email and requested to correct the issue(s) with the document(s) and resubmit the filing

Electronic submission of documents outside the Portal:

- For documents that exceed the 25 MB size limit or whose dimensions exceed the 8 ½ x 11 inch standard, electronic transmission should be accomplished using an electronic storage medium that the Clerk has the ability to accept, which may include a CD-ROM, flash drive, or similar storage medium as defined in SC11-399

Original Documents:

- Documents that must be maintained in original form may be electronically filed through the Portal but must also be deposited with the Clerk and maintained for safekeeping as defined in SC11-399. Examples include wills, codicils, deeds, verified and sworn documents, original paper judgments and sentences, etc. For questions regarding original documents, contact your local Clerk's Office.